

Mend.io Job Candidate Privacy Policy

Last updated: September 2023

This Privacy Notice describes how we – White Source Ltd. d.b.a. Mend.io or any of its affiliates ("mend.io", "we", "our" or "us") - treat the personal data we collect and use from you as a job candidate ("you" or "Candidate"). We work with data processors to whom we have instructed to collect, store and process personal information on our behalf for the purposes of providing our services, for example, Comeet, as a recruiting and applicant tracking platform ("Platform") in order to handle your personal data as a candidate. It also describes the rights and options available to you with respect to your personal data.

Specifically, it describes the [personal data we typically receive or collect](#), [how and for which purposes](#) we may use such data, [where we store it](#) and [for how long we retain it](#), with whom we may [share it](#), our use of [communications](#), our [security practices](#), your [choices and rights](#) regarding such data, and [how to contact our privacy team](#) if you have any concerns regarding your Privacy or this Notice.

Mend.io is a global company with its headquarters in Israel. While this Notice is intended to describe the broadest range of our data practices globally, those practices may be more limited in some jurisdictions based on the restrictions of applicable local laws. For example, the laws of a particular country may limit the types of personal data we can collect or the manner in which we process that data. In those instances, we adjust our internal policies and practices to reflect the requirements of local law.

We are the responsible party for the candidates' personal data when provided to the Platform in the context of your candidacy. We determine the means and purposes for the processing of your personal data.

Please read this Notice and make sure that you fully understand and agree to it.

1. Data Collection

We collect and receive the following categories of data about you during your job application process:

Throughout the application and recruitment process, you may provide us (or we may otherwise have access to) personal data about you, such as:

- a. your identifying data;
- b. contact details;
- c. work history, technical skills, educational background, professional certifications and registrations;
- d. language capabilities;
- e. training records;
- f. social media or other public activity;
- g. salary history and expectations.

We may collect this data directly from you, as you provide it voluntarily through your application and candidacy review process, or from other sources such as your references, placement agencies or our service providers.

2. Data generated by Mend.io, other Mend.io employees or our service providers:

We, other Mend.io employees or our Service Providers may create additional data about you, such as (all, subject to applicable local law):

- a. evaluations of home assignments and internal interview notes;
- b. background check information
- c. job offer letters;
- d. data regarding your potential role, position and team;
- e. salary, benefits and stock options;
- f. entitlement and requests;
- g. other data concerning your potential activities as a Mend.io employee.

3. Data Uses; Legal Basis

We may use your Personal Data in accordance with our Company Notice (if available to you), including to evaluate and consider you as a candidate for positions, in accordance with Mend.io processes and policies for evaluating employment candidates, to contact you for your candidacy status and interviews, to schedule meetings and interviews, amongst others

Specifically, we will use your Personal Data as follows:

1. To assess your skills, qualifications and overall fit to work at Mend.io;
2. To authenticate your identity, and allow you access to our facilities and systems;
3. To ensure an appropriate and compatible work environment for our employees;
4. To respect your personal preferences and requirements, such as religious holidays;
5. To evaluate your home assignment and interviews and other relevant work, status and performance, and manage your day-to-day recruitment process at Mend.io;
6. To contact you with information about Mend.io.
7. To enhance our security and anti-fraud measures and mitigate risks, and to create aggregated statistical or inferred data regarding our candidates and employees, for further development and improvement of our recruitment and HR processes; and/or
8. To further develop, customize and improve our HR operations, based on our job candidates' employees' common or personal preferences, experiences and difficulties;
9. To act as permitted by, and to comply with, any legal or regulatory requirements (such as applicable labor laws), and to conduct any additional activities that may require the use of your personal data, for which we will request your specific approval in advance.

The lawful bases we rely on for processing personal information are (if applicable to us under privacy law):

- You gave us your consent to the processing of your personal data (for one or more specific purposes);
- Processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract;
- Processing is necessary for the purposes of our legitimate interest in managing the day-to-day of Mend.io's human resources, better understanding and supporting our candidates, ensuring that our employees, clients and assets are protected, and securing and enhancing Mend.io's reputation and values; and/or
- Processing is necessary for complying with applicable law, such as applicable labor laws, or regulations concerning data privacy and security

If you have questions about these uses, please contact us. Please note that the legal basis is provided for GDPR purposes only.

4. Data Storage

Your Personal Data may be maintained, processed, accessed and stored by Mend.io, our Service Providers, such as Comeet, in Israel, the USA and other jurisdictions, including the EU, as necessary for the proper performance and management of our company recruitment operation, or as may be required by law.

Mend.io is headquartered in Israel, which is considered by the European Commission to be offering an adequate level of protection for the Personal Data of EU Member State residents.

While privacy laws may vary between jurisdictions, mend.io has taken reasonable steps to ensure that your Personal Data is treated by its Service Providers in a secure and lawful manner, and in accordance with common industry practices, regardless of any lesser legal requirements that may apply in their jurisdiction, if applicable.

5. Data Retention

Mend.io may retain your Personal Data for as long as we need it to assess you as a candidate or as long as we have a valid legal basis. In accordance with our internal data retention policies and practices, we can decide whether to keep your personal data, delete it or pseudonymize/anonymize it. We may decide to retain your Personal Data further for additional period, as reasonably necessary to comply with our legal obligations, to resolve disputes, prevent fraud and abuse, enforce our agreements or otherwise protect our legitimate interests.

Note that except as required by applicable law, we will not be obligated to retain your Personal Data for any particular period, and are free to securely delete it for any reason and at any time.

6. Data Sharing

We may share your data with certain third parties, including law enforcement agencies, our service providers and our affiliates – but only in accordance with this Notice:

1. **Compliance with Laws, Legal Orders and Authorities:** We may disclose or allow government and law enforcement officials access to certain Personal Data, in response to a subpoena, search warrant or court order (or similar requirement), or in compliance with applicable laws and regulations, including for national security purposes. Such disclosure or access may occur with or without notice to you, if we have a good faith belief that we are legally compelled to do so, or that disclosure is appropriate in connection with efforts to investigate, prevent, or take action regarding actual or suspected illegal activity, fraud, or other wrongdoing.
2. **Service Providers and Business Partners:** We may engage selected third party companies and individuals to perform services complementary to our own (e.g., recruitment management and other human resources software and service providers, data and cyber security services, fraud detection and prevention services, e-mail distribution and monitoring services, and our business, legal, financial and compliance advisors) (collectively, "**Service Providers**"). These Service Providers, including Comeet (who provides us with the Platform), may have access to your Personal Data in the context of your candidacy, depending on each of their specific roles and purposes, and may only use it for such purposes. Comeet's privacy policy is available [here](#).
3. **Other Mend.io Employees:** Mend.io employees may have access to certain Personal Data, such as your identity and contact details, as may be available to them in the internal employee directory, and additional data depending on their specific roles and responsibilities, and need for such data (e.g. payroll data may be disclosed to HR and Finance personnel, as well as to your potential managers).
4. **Protecting Rights and Safety:** We may share your Personal Data with others, if we believe in good faith that this will help protect the rights, property or personal safety of Mend.io, any of our clients or any members of the general public.
5. **Referrals:** We may share your general recruitment status and name with Mend.io employees or third parties who submitted your candidacy to us, including via a unique referral link. The purpose of sharing the above information is to operate incentive programs (i.e. employee referral bonus programs) of the Company and to provide feedback to third-parties who submit candidates to the Company regarding their submission.
6. **Mend.io Group:** We may share Personal Data internally within our family of companies, for the purposes described in this Notice. In addition, should Mend.io undergo any change in control, including by means of merger, acquisition or purchase of substantially all of its assets, your Personal Data may be shared with the parties involved in such event. If we believe that such change in control might materially affect your Personal Data then stored with us, we will notify you of this event and the choices you may have via e-mail.

For the avoidance of doubt, Mend.io may share your Personal Data in additional manners, pursuant to your explicit approval, if we are legally obligated to do so, or if we have successfully rendered such data non-personal and anonymous. We may share or otherwise use non-personal data in our sole discretion and without the need for further approval.

7. Data Security

In order to protect your Personal Data held with us and our Service Providers, we are using industry-standard physical, procedural and electronic security measures, including encryption where deemed appropriate. However, please be aware that regardless of any security measures used, we cannot and do not guarantee the absolute protection and security of any Personal Data stored with us or with any third parties.

8. Data Subject Rights

If you wish to exercise your rights under applicable law (e.g. the EU GDPR) to access, rectify, erase or port your Personal Data held with Mend.io, or to restrict or otherwise object to its processing – please contact our Privacy Team at privacy@mend.io.

In the context of the Platform we do not use any automated decision-making related to your personal data.

If you choose to exercise any of your rights, we will handle these requests in accordance with applicable law but please note that exercise of some of those rights may have some consequences in your application as a candidate.

Please note that such rights are not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the Personal Data that we hold about you. In the event that we cannot accommodate your request, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

9. Additional Notices

Minors: We do not intend to collect personal data of children. If you have reason to suspect that children's data is collected, you are kindly requested to immediately report it to us. If you have questions regarding children's personal data – please contact us.

Updates and amendments: We may update and amend this Notice from time to time by distributing an amended version. The amended version will be effective as of the published effective date. We will provide an advance notice if any substantial changes are involved, via any of the communication means available to us. After this notice period, all amendments shall be deemed accepted by you.

Questions, Concerns or Complaints: If you have any comments or questions about this Privacy Notice or if you have any concerns regarding your Privacy, please contact us at privacy@mend.io.