

Calendly Candidate Privacy Statement

Effective January 1, 2023

This privacy statement describes how Calendly LLC (“Calendly”, “we”, “us”) collects and processes personal information about you, how we use and protect this information, and the rights that may be available to you under applicable law in relation to this information.

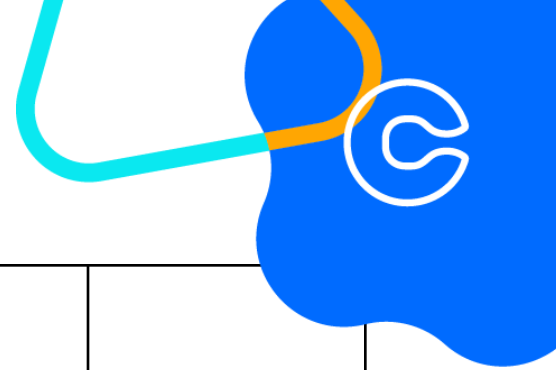
This privacy statement describes the handling of personal information obtained about internal and external job applicants, including referral and applicants who have applied directly through Calendly’s career page as well as through third party agencies and recruiters on behalf of candidates. This privacy statement also describes the handling of personal information of any prospective candidates, such as those individuals who expressed an interest in receiving news and details about future Calendly employment opportunities.

1. PERSONAL INFORMATION WE COLLECT

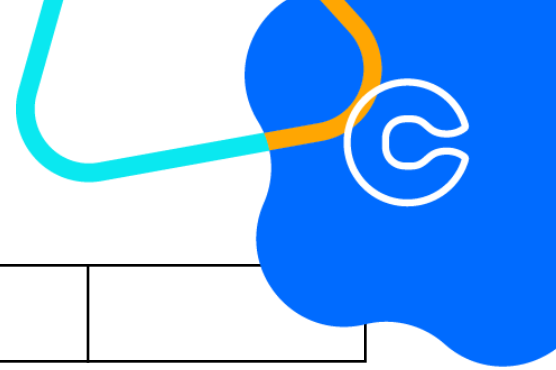
“Personal information” is information that Calendly collects and processes about you in the recruitment process that identifies, relates to, describes, references, is capable of being associated with, or could reasonably be linked, directly or indirectly, with you.

We have set out below the categories of personal information we may have collected about you in the preceding twelve (12) months and, for each category of personal information that may have been collected, the categories of sources from which that information may have been collected, and the categories of third parties with whom we may have shared your personal information.

Category of personal information:	Examples	We have collected this information from the following sources:	We have shared this information with the following parties:
Identifiers	Name, contact details (personal email and phone number), state of residence, postal address, IP address	Directly from you and/or indirectly through third-party agencies acting on your behalf	Calendly employees on a need-to-know basis and service providers that support our recruiting/screening efforts
Customer records information	Name, signature, address, telephone number, education, employment, employment history		
Characteristics of protected classifications under California or federal law	Race, ethnicity, sexual orientation, gender identity, gender expression, disability, veteran status, immigration status (the results, however, are aggregated and will not be identifiable to you)		



Professional or employment-related information	<p>Information contained in your resume or CV, and other documents related to the application or recruitment process (e.g., cover letter, transcripts).</p> <p>Other information you may choose to voluntarily submit to us in connection with your application (e.g., information contained in a cover letter, information disclosed in an interview or information you volunteer regarding your criminal records history, compensation history, or personal situation).</p>	Directly from you and/or indirectly through third-party agencies acting on your behalf	Calendly employees on a need-to-know basis and service providers that support our recruiting/screening efforts
	<p>Background check data, potentially including your criminal records history, employment history, educational history and/or compensation history, from employment screening agencies, publicly available registers or databases, former employers and/or educational institutions (as allowed by local laws).</p> <p>information about your performance from references, or former employers you work with and/or with whom you may have worked in the past who may provide feedback about you.</p> <p>Information about you from Calendly employees who interview you and who may provide feedback about you.</p>	State and federal databases, references selected by you and Calendly employees	
Internet or network activity information	Information from cookies and similar technologies when you use or browse our website. See our Website Privacy Notice for further information about how this works.	Directly from you	Calendly employees on a need-to-know basis, service providers that support our recruiting efforts and service providers that support our business operations
	Publicly available information from websites or social media, including information that you choose to voluntarily submit to us in	Search engines and social media	



	connection with your application (e.g., when applying through LinkedIn)		
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2. HOW WE USE YOUR PERSONAL INFORMATION

We limit our use of your personal information. We aim to only collect and use your personal information for specific, necessary reasons connected to the recruitment process, and aim to explain our use of your personal information. For example, we use your personal information to:

- a) create and manage the recruitment process, job applications and a database of interested individuals
- b) assess and evaluate your skills, qualifications and interests against the position applied for and/or other positions within Calendly
- c) communicate with you in relation to your expressed interest in Calendly, job opportunities, application, or the recruitment process
- d) verify your information, including through reference checks and, where applicable, background checks
- e) detect, prevent, and respond to fraud or potentially illegal activities (such as intellectual property infringement), misuse of the recruitment system, this Candidate Privacy Statement or other Calendly policies
- f) perform audits, assessments, maintenance, and testing or troubleshooting activities related to our recruitment processes
- g) comply with legal obligations to which we are subject and cooperate with regulators and law enforcement bodies
- h) respond to your enquiries and requests

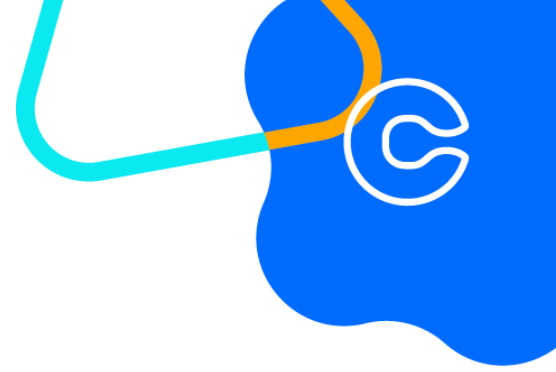
Calendly will not collect additional categories of personal information or use the personal information we collect for materially different, unrelated, or incompatible purposes without providing you notice.

When we are required by local law to collect certain personal information about you, your failure to provide this information may prevent or delay the fulfillment of our legal obligations and may impact our ability to employ you.

3. YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

You may have certain rights regarding your personal information, subject to applicable local laws. These include the following rights to:

- access your personal information
- fix any errors with your personal information
- erase or delete your personal information
- limit the use of your sensitive personal information



If you would like to exercise any such right, please contact us at privacy@calendly.com. Calendly will not discriminate against you if you choose to exercise your privacy rights.

Your request must:

- Provide sufficiently detailed information to allow Calendly to reasonably verify that you are the person to whom the requested personal information pertains;
- Include sufficient detail to allow us to properly understand, evaluate, and respond to it.

Making a verifiable consumer request does not require you to create an account with us. Calendly will only use personal information provided in a verifiable consumer request to verify the requestor's identity or authority to make the request.

We cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you. Once we receive and verify your request, we will act on your request within a reasonable timeline, unless an exception applies. In the event of delays over 45 days, we will inform you of the reason and extension period in writing. The response we provide will explain the reasons we cannot comply with a request, if applicable.

We do not charge a fee to process or respond to your verifiable consumer request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before fulfilling your request.

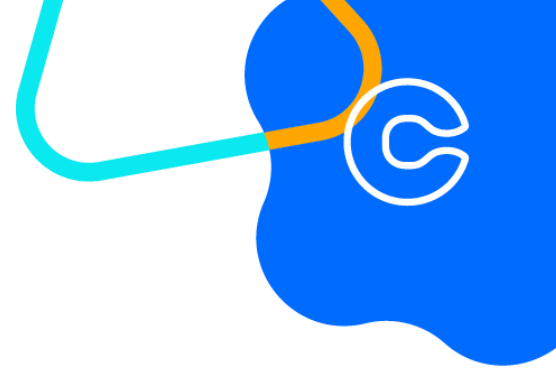
California residents: Any response to verifiable requests from you will only cover the twelve (12) month period preceding the request. Only you or a person registered with the California Secretary of State that you authorize to act on your behalf may make a verifiable consumer request related to your personal information. You may only make a request for access or data portability twice within a 12-month period.

Regardless of any rights you may have under applicable law, we encourage you to contact us to update or correct your information if it changes or if the personal information we hold about you is inaccurate.

4. DATA DISCLOSURES

While we do not sell or market your personal information, we may disclose your personal information with other parties in limited situations, including with:

- **Service providers.** We may share your personal information with our service providers that perform business operations for us. For example, we may partner with other companies to host the recruitment process and analyze data to improve performance.



- **Law enforcement agency, court, regulator, tax authority, government authority or other third party.** We may share your personal information with these parties, if necessary, to comply with a legal or regulatory obligation, or otherwise to protect our rights, your rights or the rights of any third party.

In the preceding twelve (12) months, we have shared personal information with the parties identified in Section 2 above and we have not sold any personal information.

5. DATA SECURITY AND RETENTION

Security is an integral part of our business model and we put significant resources into making sure your information is protected. This involves technical measures (such as implementing security software) and organizational measures (such as only allowing staff to access your data if there is a business need to do so). These measures are aimed at ensuring the on-going integrity and confidentiality of personal information. We evaluate these measures on a regular basis to ensure the security of the processing.

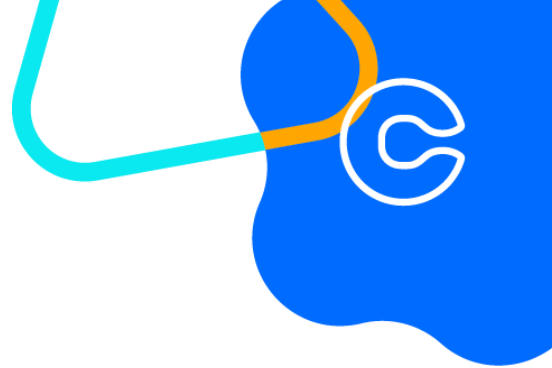
We will retain your personal information for a period of time that enables us to:

- Maintain business records for analysis, understanding market trends and/or audit purposes.
- Comply with record retention requirements as required by local law or other relevant legal or regulatory requirements.
- Defend, establish, exercise, or bring any existing or potential legal claims.
- Ensure fraud detection and prevention.
- Respond to any queries or complaints you may have.
- Suggest roles that may be of interest to you.

We will delete your personal information when it is no longer required for these purposes. If there is any personal information that we are unable, for technical reasons, to delete entirely from our systems, we will ensure that appropriate measures are taken to prevent any further processing or use of the personal information.

6. CONTACT US AND CHANGES TO THE PRIVACY STATEMENT

If you have questions or concerns regarding the way in which your personal information has been used or about this privacy notice, please contact the Privacy Team at privacy@calendly.com. This statement may change if there is a material change in applicable law, to the way information is handled at Calendly, or to clarify and adjust clerical errors. If any changes are made, we will post them on this page, so please be sure to check back periodically. If you continue with your candidacy at Calendly after those changes are in effect, you agree to the revised statement.



This notice was updated on:

- January 1, 2023 – to improve flow, include required information to comply with newer regulatory requirements (e.g., California Privacy Rights Act), and correct the email address used for verifiable consumer requests.

Last updated: January 1, 2023