



Candidate Privacy Notice

Everbridge ("we" or "us") is committed to protecting the privacy and security of your personal information and we will always treat you and your data with the respect you deserve.

When we use the terms "Everbridge," "we" or "us" in this Notice, we're referring to the Everbridge group of companies, which means Everbridge Inc., and its affiliated entities under common ownership and control.

This Candidate Privacy Notice covers how we collect, use, store and disclose the data that you supply to us as part of the recruitment process and your rights about data that we hold about you. This Candidate Privacy Notice applies to candidates applying for a role with Everbridge, it does not guarantee that you will be hired and, if you are hired, this document does not create a contract of employment.

As part of any recruitment process, we collect and process personal data relating to job applicants. Everbridge is committed to being transparent about how it collects and uses that data and to meeting all data protection obligations.

What information do we collect?

We collect a range of information about you. This includes:

- Identification information such as your name, address and contact details, including email address and telephone number.
- Career information, details of your skills, experience, and employment history.
- Education information, details of your qualifications, and academic institutes you attended.
- Legally protected information which is collected on an optional basis whether you have a disability for which we need to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the country where the role applied for is available.

How do we collect your information?

In most cases, we collect this information directly from you, for example, through your application, documents you provide and during interviews. We may also collect personal data about you from third party sources, including references supplied by former employers and from publicly available sources such as your professional LinkedIn profile, or your professional profile on your current employer's website for example. We will seek information from third parties only once a job offer has been made to you and we will inform you that we are doing so. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do we process personal data?

We need to process data to take steps to enter into a contract of employment with you.

In some cases, we need to process data to ensure that we comply with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the country of employment. In some countries this is before employment starts.



We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process special categories of data, such as information about ethnic origin, sexual orientation, religion or beliefs in countries we are permitted, to monitor recruitment statistics. We may also collect information about whether applicants are disabled to make reasonable adjustments for candidates who have a disability.

Special category data is only collected on an optional basis, and we process such information to carry out our obligations and exercise specific rights in relation to employment.

Transfer of data.

As we operate at a global level, we may need to transfer or store or process your personal information with other entities within the Everbridge family or to third parties such as trusted service providers in locations around the world (including the United States) for the purposes described in this notice.

When we export your personal information to a country, other than the one where the information was originally collected, we will take reasonable steps to ensure that such data exports comply with all applicable laws and will implement an appropriate data export solution such as entering into contractual clauses with the data importer or taking other measures to provide an adequate level of data protection under applicable law.

For example, we process our recruitment and candidate personal information through an external global talent management platform. This is a tool that helps us to recruit, and manage the candidate experience at an international level. This may involve transferring your personal information to our servers in the US. Our parent company in the US, Everbridge Inc., may host these servers or utilise third-party servers, but in either case, we will be responsible for the security of access of personal information on the talent management platform.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy.

We may share your personal information in certain scenarios. For example:

- If we are required to by law under any code of practice by which we are bound or where we are asked to do so by a public or regulatory authority.
- If we need to do so in order to exercise or protect our legal rights, users, systems, and services.

Otherwise, we will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.



How do we protect data?

We take the security of your data seriously. We have internal policies and technical security measures in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed and is not accessed except by our employees in the proper performance of their duties.

How long do we keep data for?

We will only keep your data for as long as we need it for. If your application is not successful and you have not provided consent to keep your data for the purpose of future suitable job vacancies, we will keep your data for six months once the recruitment exercise ends.

If you have provided your consent for us to keep your data on file for future job vacancies, we will keep your data for one year once the recruitment exercise ends. At the end of this period, we will delete or anonymize your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted upon receipt of your withdrawal of consent.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data and there will be no consequences of withdrawing consent. If your application is successful, your data will be kept and transferred to the systems that we use to administer our employee lifecycle. You will then be provided with a separate Staff Privacy Notice.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request.
- Require us to change incorrect or incomplete data.
- Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, or if you have any questions about this Candidate Privacy Notice or how we handle your personal information, please contact privacy@everbridge.com or write to Everbridge Inc, 25 Corporate Drive, Burlington, MA 01803 USA, Attn: Privacy Officer

If we have breached our duty of care, we will take appropriate action, in the event that we are not able to resolve your concerns or if you are not satisfied with our response, you are able to raise your concerns with the relevant data protection authority.



What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

We reserve the right to revise this Candidate Privacy Notice or any part of it from time to time. Please review this policy periodically for changes. Any revised policy will be placed on our website.

Effective date: 1st March 2024.