

## Autodesk Candidate Privacy Statement

Protecting your privacy is important to Autodesk. This Candidate Privacy Statement describes how Autodesk, Inc. and its local affiliate relevant to the job in question ('we', 'us', 'Autodesk') collect and process personal data about job applicants and prospective candidates ("you"), how we use and protect this data, and your rights in relation to this data.

Specifically, this Candidate Privacy Statement describes our handling of personal data obtained about internal and external job applicants, including through the Autodesk online recruitment platform and careers page (the "recruitment system") directly from job applicants and from third party agencies, recruiters, job search sites, job fairs, recruiting events, and recruiting platforms. It also describes the handling of personal data of candidates who expressed an interest in receiving information about future Autodesk opportunities.

### What Information Does Autodesk Collect About You?

#### Data we collect directly from you

We collect the following information about you:

- (a) **Identifiers**, such as name, surname, and contact information, such as your address, email address, and phone number, username and password for the recruitment system;
- (b) **Professional or employment-related information**, such as information contained in your resume or CV, job history, and other related documents submitted in connection with the application or recruitment process;
- (c) **Education information**, such as education history;
- (d) **Protected classifications** for diversity monitoring, where the collection of such data is allowed by local laws (e.g. race, ethnicity, gender, veteran status and/or disabilities); citizenship or immigration information (e.g. for proof of right to work);
- (e) Other information you may choose to voluntarily submit to us in connection with your application or job interview.

#### Data we collect from other sources

We may collect the following data about you from other sources:

- (a) **Protected classifications** for diversity monitoring, where the collection of such data is allowed by local laws, such as background check data, potentially including your criminal records history and **Biometric information**;
- (b) **Education information**, such as educational history;
- (c) **Professional or employment-related information**, such as employment history obtained from employment screening agencies, publicly available registers or databases, former employers and/or educational institutions (as allowed by applicable laws), and information about your performance or conduct from references, other Autodesk employees, clients or service providers, or former employers;
- (d) Publicly available information from websites or social media including LinkedIn or other job-search platforms, including information you choose to voluntarily submit to us in connection with your application (e.g. when applying through LinkedIn).

## How Does Autodesk Use the Information It Collects About You?

We aim to only collect and use your personal data for specific and necessary purposes. For example, we use your personal data to:

- Operate, manage and improve the recruitment system, job applications and a database of interested individuals
- Communicate with you in relation to your expressed interest in Autodesk, job opportunities, application or the recruitment process
- Verify your information, including through reference checks, publicly available information (for example, on LinkedIn or other job search platforms) and, where applicable, background checks
- With your consent, send you information about other positions with the Autodesk group of companies which may be of interest to you
- Comply with legal obligations to which we are subject and cooperate with regulators and law enforcement bodies

Certain countries require us to have a legal basis to process your personal data. Generally, our legal bases are: to comply with our contractual obligations to you or to take steps to enter into a contract with you; to comply with our legal obligations; with your consent; to meet our legitimate interests (we put in place robust safeguards to ensure that your privacy or other fundamental rights and freedoms are not overridden by our legitimate interest.)

When we are required by local laws to collect certain personal data about you, your failure to provide this data may prevent or delay the fulfilment of our legal obligations and may impact our ability to employ you. If we ask for your consent to process your personal data, you may withdraw your consent at any time by contacting us using the details at the end of this Candidate Privacy Statement.

### How Does Autodesk Disclose Your Personal Data?

We may share your personal data with others in limited situations as follows:

- We may share your personal data with other companies that fall within the Autodesk group companies for recruitment purposes, human resource management and internal reporting.
- We may share your personal data with our service providers and business partners that perform business operations for us. For example, we may partner with other companies to host the recruitment platform and analyze data to improve performance.
- We may share your personal data with Law enforcement agencies, courts, regulators, tax authorities, government authorities or other third 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.

### How Do You Access, Update, Download, and Delete Your Personal Data?

You may have certain rights regarding your personal data, subject to applicable laws, including: the right to access, update, delete, receive a copy of, or restrict our use of your personal data, as well as the right to data portability in some locations. When we process personal data based on your consent, you can withdraw consent at any time with effect for the future. If you would like to confirm your eligibility for or exercise such rights, please contact us at [gdpr.request.team@autodesk.com](mailto:gdpr.request.team@autodesk.com).

We will contact you if we need additional information from you in order to honor your requests. When you contact us in connection with your personal data rights, we will ask you to validate your identity before fulfilling your request. We may retain certain data about you for legal and internal business purposes, such as fraud prevention, in accordance with applicable laws.

### **Automated Decisions About You**

We do not generally make recruiting or hiring decisions based solely on automated decision-making or profiling (as defined within the EU General Data Protection Regulation). In the event that we choose to rely solely on automated decision-making and that could have a significant impact on you or you could be subject to profiling, we will apply the appropriate safeguards as may be required by applicable laws.

### **How Does Autodesk Protect Your Data?**

We use a combination of reasonable physical, administrative, and technological controls to protect your data from unauthorized access or malicious actions. For more information about our security practices, please visit the Trust Center at <https://www.autodesk.com/trust/overview>.

We limit the access employees, contractors, and agents of Autodesk have to your personal data to those who need to know this data to perform their assigned functions and develop or improve our products and services.

### **What Are Autodesk's Storage and Retention Practices?**

We store your personal data and content on our servers, and the servers of our service providers. Because we and our service providers maintain servers in global locations, your personal data may be transferred across national borders and stored outside of the country in which it was collected.

We will retain your personal data until the position you are applying for has been filled, after which we will retain your personal data for a period of time that enables us to comply with our legal obligations. We will delete your personal data when it is no longer required for these purposes. If there is any data that we are unable, for technical reasons, to delete entirely from our systems, we will put in place appropriate measures to prevent any further processing or use of the personal data.

### **Does Autodesk Transfer Your Personal Data Across National Borders?**

If your data is transferred from one of our entities in the European Economic Area (EEA), Switzerland, or the United Kingdom to the United States, or to another country outside of the EEA that does not provide adequate protection for personal data, as determined by the European Commission, we rely on the legal mechanism of Standard Contractual Clauses for such transfers. Autodesk has certified to the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework ("Privacy Shield") as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal data transferred from the EEA, the United Kingdom and/or Switzerland to the United States in reliance on Privacy Shield. Due to the invalidation of Privacy Shield, Autodesk no longer relies on Privacy Shield to transfer personal data from the EEA, the United Kingdom, or Switzerland to the United States. We will continue to apply the safeguards afforded by Privacy Shield to personal data that we have transferred to the United States in reliance on Privacy Shield.

### **Changes to the Candidate Privacy Statement and How to Contact Us**

If you have questions or concerns regarding the way in which your personal data has been used, please contact us at [gdpr.request.team@autodesk.com](mailto:gdpr.request.team@autodesk.com). Candidates in the European Union can contact our data protection officer at [DPO@autodesk.com](mailto:DPO@autodesk.com).

We are committed to working with you to obtain a fair resolution of any complaint or concern about privacy. If, however, you believe that we have not been able to assist with your complaint or concern, you have the right to make a complaint to the data protection authority in the country in which you reside.

We may modify or update this Candidate Privacy Statement from time to time. If we make a material change to this Candidate Privacy Statement, we will notify you of the change.

For more information on Autodesk's privacy practices, please see Autodesk's Privacy Statement at <https://www.autodesk.com/company/legal-notices-trademarks/privacy-statement>.

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