

Privacy Policy

Last updated: 3 December 2021

Cimpress plc and its subsidiaries (such as the Vista companies) respect and protect the privacy of the users of our global career portal (the “Career Portal” or “Portal”).

1. Applicability

This Privacy Policy applies to every visit of our career site and Portal, use of our recruitment services and all personal data of job applicants processed by Cimpress plc or its subsidiaries (hereinafter: “Hiring Entity”, “we”, “our” or “us”) in connection with our recruitment process.

By visiting, accessing and using our Portal, you agree with and consent to the collection and use of the information as described in this Policy, including the transfer of your information and personal data to the various countries where our Hiring Entities offer career opportunities. We also may also be required in some countries to share certain information anonymously to meet government compliance requirements.

2. Data Controller and Data Protection Officer

The data controller responsible for the collection and further processing of your applicant information is the Hiring Entity.

The company Cimpress plc having its statutory and office address at Building D, Xerox Technology Park, Dundalk, Co. Louth, Ireland, is responsible for operating the Portal.

If you have questions regarding our Career Portal and your privacy, the following information or if you would like to contact our data protection officer, please send us an email at dataprotection@cimpress.com.

3. Information that we collect

This section of our Privacy Policy describes the categories of information collected by us, whether collected automatically, provided voluntarily by you or through our recruiters or other third parties:

Information Provided by You through our Portal:

- Email address (or alternative username) and password.
- First and last name.
- The information provided by uploading your resume or CV which can include your name, telephone number, email address, physical address, linguistic skills, LinkedIn profile (or other Social Media details) and more information about your experience including previous employment information (e.g. date of hire, job title, team, work location etc.), education, job related skills & competencies and areas of interest.
- In some countries such as the United States of America (the “US”), we may ask you to provide on a voluntary basis, information about your gender, disability or Veteran status that allows us to monitor equal opportunity and comply with US federal regulations relating to Equal Employment Opportunity and Affirmative Action requirements.

We are proudly an Equal Opportunity Employer and we are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.

Information collected through our Recruiters, Employees or Third Parties:

- Initial phone screening results with recruiter.
- Assessment results (e.g. a code challenge).
- Job interview notes.
- Information collected by third parties such as recruitment agencies that will include personal data as listed hereabove.
- Information from your Social Media accounts, provided or imported by you as resume-information or accessible online, such as a LinkedIn or Facebook profile.

Information Collected Automatically:

- Your IP-address.
- The internet browser and device you use to visit and make use of the Portal.
- The date and time you visit, and how you use our Portal and access its content.

4. How we use your information

Your information can be used for the following purposes:

- Provide you with the recruitment services through our Career Portal.
- Verify your eligibility or match you with the selection criteria as laid down in the job description.
- Due to the global spread of our business, making your job application information available to all our recruiters worldwide by entering this information in an international database. We also store information regarding your job application history and any other communication you may have with the involved recruiting department in the Hiring Entity.
- The administration of the recruitment process and if your application is selected, further scheduling and organizing of interviews. As part of the interviewing process your information may be accessible worldwide to employees with a manager-role in the event the open job is part of a team that is operating globally.
- In the event the recruitment process leads to you and the Hiring Entity entering into an employment agreement, the electronic file with your job applicant data will be used for entering into a contract with you and further processed as 'employee data'.
- Perform statistical data analysis and user research.
- In the event of a legal proceeding, to protect or defend us against a legal claim.
- When required by law and/or government authorities.

5. Consent

The legal basis for processing your information including your 'personal data' (any information about an individual from which that person can be identified) is your consent that is provided by you through your Consent Statement. You can withdraw your consent as explained below under Section 9 by going to your 'Candidate Profile'. In that case, your account together with all its content will be closed and deleted.

When we ask you to provide us with sensitive data such as your passport copy, visa and work permit details or social security number, we will only do so after the involved recruiter of the Hiring Entity has informed you about the reasons why we need this information from you and obtaining your prior explicit consent.

6. Third Parties and Transfers

We may provide the job application data we collect about you to other companies in the Cimpress group and other third parties who:

- Provide us with the software and cloud services in support of the Portal and all its recruitment services, including the email delivery service that manages the job application updates. We use the cloud-based Blueprint-platform from the service provider SuccessFactors, Inc., part of SAP, Inc.;
- Provide hosting and maintenance support for the Portal as well as the local technical and IT support for the involved databases, systems etc. (namely the involved providers SuccessFactors, Inc. and SAP, Inc.) and limited members of the IT department of the involved Hiring Entity;
- Assist in the recruitment and/or placement process, such as recruitment agencies or recruiting and HR departments of other Hiring Entities in the Cimpress group;
- As a service provider to a local Hiring Entity, provide us with employee health and benefit services, e.g. benefit providers or insurance companies;
- Advise the Hiring Entity during the recruitment process, e.g. legal counsels, tax consultants or other type of advisors.

Like our recruiters or other employees involved with the recruitment process who may have access to your job application data, these third parties are bound to keep all such information confidential and to use it only as provided in their contracts with us.

Job application data that is made available to third parties outside the European Union, Switzerland and the United Kingdom, including any other Cimpress group company besides the Hiring Entity, are subject to contractual restrictions that are consistent with this Privacy Policy.

The companies in our Cimpress group as well as our service providers including those located in the US or any other country that is not deemed by the European Commission to provide an adequate level of protection, have agreed to the applicability of the new standard contractual clauses for the transfer of personal data as included in the Commission Implementing Decision (EU) 2021/914 of 4 June 2021, to establish an adequate level of data protection for personal data shared outside the European Economic Area, Switzerland and the United Kingdom.

7. Security

We are committed to taking the necessary technical and organisational measures to protect your personal data against loss and unauthorised use. These measures include but are not limited to encryption methods, access control, controlled administration of user rights and by limiting the access to the personal data to those persons, partners, affiliates and any other third parties who have a business need for such access in connection with the Hiring Entity as described herein and adhere to this Policy. We also refer to the Privacy Policy of the third-party providers - SuccessFactors, Inc. and SAP, Inc. - of the Blueprint-platform and cloud services behind our Portal.

8. Retention

When your job application is successful, the Hiring Entity will further process the electronic file with your job applicant data as 'employee data'.

If our recruiter informs you that you are not selected as a suitable candidate or the recruitment process was otherwise not successful, we will keep your personal data for a period of 5 years after

such notification or closure of the application process, to be able to comply with the retention terms by law or as long as is necessary for the job recruitment processing activities mentioned in this Policy.

9. Your data subject rights and how to exercise them

You have the following data subject rights pursuant to the General Data Protection Regulation:

- Access your personal data including your uploaded resume or CV and submitted applications by clicking on 'View Profile'. Your data, job applications and uploaded documents are accessible by looking under 'My Documents', 'Profile Information' and 'Jobs Applied';
- Request a copy of the personal data that you provided to us, to be transmitted in a workable format, by addressing such a request to the involved Hiring Entity or in writing by sending an email to dataprotection@cimpress.com or a letter to Vistaprint B.V., Hudsonweg 8, 5928 LW Venlo, the Netherlands (attn. Cimpress Recruiting Department);
- Correct or delete any details of your profile by placing the cursor in the form input field;
- Delete and/or replace an uploaded resume or CV by going to 'My Documents'. Look for the uploaded document and then click on the 'bin' symbol and upload a new resume or CV;
- Withdraw and/or remove an (ongoing) application by going to 'Jobs Applied'. Look for the involved job application and click on the 'Withdraw Application' button on the right side. The status of the application will be updated to "*Withdrawn by Candidate*";
- Close your candidate account and have your personal data that we hold herein, deleted by going to 'Settings' to click on the 'Delete Profile' button;
- Withdraw any specific consents you gave us to use certain items of your personal data by going to your 'Candidate Profile' to click on 'Search Options and Privacy'. If you click on 'Data Privacy Statement', a pop-up will open that allows you to revoke your consent. After you have revoked your consent, your account together with all its content will be closed and deleted;
- Opt-out from the job alerts or any other notifications by email about new opportunities by going to 'Job Alerts' directly (or via your 'Candidate Profile') and unticking the checkbox next to the 'Hear more about career opportunities' sentence or using the opt-out link in the email to unsubscribe.

If you need assistance besides using the functionalities in your account to exercise any of the rights listed above, you can contact your Hiring Entity by visiting its local country-site and use any of the details under the link 'Contact Us' or send a letter to the address Vistaprint B.V., Hudsonweg 8, 5928 LW Venlo, the Netherlands (attn. Cimpress Recruiting Department). If you wish to contact our data protection officer, please send us an email at dataprotection@cimpress.com.

For the protection of your privacy and personal data, we may need to verify your identity before responding to your request.

10. What are cookies and why do we use them on our Career Portal?

Cookies are small data files which often include a unique identifier that are stored via your browser on your device when you visit certain web pages. Cookies are useful because they allow a website to recognise a user's device. Like most websites, our Portal uses cookies that, among other things, let you navigate between pages efficiently, remember your preferences, and generally improve your experience.

The use of our Portal is generally possible without cookies that do not serve a technical purpose. This means that you can configure your browser to prevent traceability via cookies, that is, refuse that any third-party cookies are stored on your device as further explained in the below sections.

11. What kinds of cookies do we use on our Portal?

Our Career Portal uses the following types of cookies:

Technical cookies

These cookies allow us to provide you with a user-friendly Career Portal and are essential to enable you to use its features, such as the creation of your candidate account, to sign you in and to manage the jobs you've applied for through the Portal. These technical cookies are absolutely necessary for our Portal to function properly.

Functional cookies

These cookies allow our Portal to remember choices you make (such as the language or the region you are in, your previously viewed available jobs) and help you to use our Career Portal efficiently and effectively. These cookies can assist to remember your account login so that you don't have to retype this, every time you visit our Portal. Note, that passwords, will always be encrypted. These functional cookies are not strictly necessary for the functioning of our Career Portal, but they add functionality and enhance your overall experience.

Analytics cookies

These cookies assist us in distinguishing users of our Portal to gain insight into how visitors and candidates who created an account, use our Career Portal. We use Google Analytics for that purpose.

Third-party cookies & how we link to Social Networks

On the Portal you may notice the Social Media sites' pictograms of Facebook, Twitter, LinkedIn and YouTube or their sharing widgets and buttons. The pictograms will lead you to our company-page on these Social Networks through which we update you, not only about our latest job opportunities, but also, using pictures, images, photos and videos, about our company, the products and services we offer to our customers, examples of products that our customers create by using our services, and any other relevant news that we wish to share. If you click on these pictograms, you activate the connection to the chosen Social Media network and through the placement of their third-party cookies, your data will be collected and processed by the involved Social Media provider.

The same applies if you use the sharing widgets or 'like'-buttons that are visible on our Portal. When you click on such a 'sharing'-widget or 'like'-button, a plug-in of these Social Networks will be activated, and your browser will establish a direct link with the servers of the involved Social Media network. It is possible, when you are signed in to such a Social Media account, that information concerning your visit to our Portal, will be passed on to the Social Media provider and to your user account.

We have no access to or control over cookies used by these Social Media networks or similar type of third-party websites, nor how Social Media providers use and transfer your information within their own network. If you wish to learn more about how they collect, process and use your personal

data, through the use of their third-party cookies, we suggest you visit their main page (e.g. www.facebook.com) and read their privacy policy.

Facebook: we use 'Facebook Insights' to understand more about how visitors of our Facebook-page, use and view this Facebook-page, including the reach of our posts, how often our videos are watched and from which countries and cities our visitors come from, as well as the statistics on the gender of our visitors. We do not have access to your individual Facebook-profile. With regard to the processing of Insights-data, there is a shared responsibility between Facebook and us. More details about this joint controllership can be found in the Joint Controller Addendum, accessible [here](#).

LinkedIn: you can when creating your candidate account, choose to import a profile of your personal and professional information from LinkedIn, in which case the information contained in your LinkedIn profile (such as your current job role and employer) will be provided to us by LinkedIn and used to populate your candidate profile and/or CV. If you import data from your LinkedIn-account, LinkedIn will place a third-party cookie on your device. For more information about these cookies and how your information is shared, we suggest you visit LinkedIn's website and privacy policy.

12. How can you manage which cookies are placed on your device?

Cookies allow you to take advantage of some of our Portal's essential features and we recommend you leave them turned on. Please be aware that if you disable or delete certain cookies, it could be that our Career Portal may not work properly.

The Help-menu on the menu bar of most browsers will tell you how to enable or prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie and how to disable cookies altogether. You can also disable or delete similar data used by browser add-ons, such as Flash cookies, by changing the add-on's settings or visiting the website of its manufacturer.

If you wish to control the collection of data for analytical purposes through Google Analytics from certain browser types, you may want to look into the use of Google's browser-plugin that allows you to opt-out from a site using Google Analytics.

If you'd like to opt out of cookies created by using a 'share' functionality through Social Media networks – such as Facebook and Twitter – we suggest you check those third-party websites for more information about their cookies and how to manage them.

13. Amendments and questions

Our Privacy Policy may be amended from time to time. We shall publish each updated version on this page so that you are always up to date regarding the data we collect, how this data is used and protected and the circumstances under which we disclose it.

If you have any questions about your job applicant data, this Portal or our recruitment process, you can always contact your Hiring Entity by visiting its local country-site and use any of the details under the link 'Contact Us' or send a letter to the address Vistaprint B.V., Hudsonweg 8, 5928 LW Venlo, the Netherlands (attn. Cimpress Recruiting department). If you wish to contact our data protection officer, please send us an email at dataprotection@cimpress.com. You can also lodge a complaint with the Data Protection Authority of your country.