

Candidate Privacy Notice

When you apply for a position, refer a candidate, or are being considered for a role at AgileBits, Inc. (dba 1Password, 1Password, we, us, or our), we collect information you provide to us, such as your contact details, resume, job history, background information, and other relevant details to your experience. We use this information to evaluate your candidacy for the posted position.

You may also optionally consent to share your race/ethnicity, gender identity, sexual orientation, age, and disability. These answers will help us evaluate our diversity, equity, inclusion and belonging efforts with a view to enhancing them. You do not have to answer these questions—your answers will not be linked to your name or job application, will not be visible to the hiring manager reviewing your application, and will in no way affect your job application.

The screening of your overall application may be assisted by an Artificial Intelligence recruitment/automated employment decision tool (“AI Assisted Decision Making” or AADM) as a part of the recruitment process, which will make our recruitment process more efficient for candidates. AADM allows us to: identify suitable candidates faster; evaluate the relevance of applications; assist our recruiters in making a short list of possible candidates; and build mutually beneficial relationships with shortlisted candidates. Should you choose to submit your application and provide your information, our AADM tool will create recommendations for our recruiters to assist them in the hiring process. This screening tool makes a recommendation by learning our job requirements, such as desired skills and qualifications, for the open role and then it evaluates your overall application against these specifications. The resulting score from the tool may assist recruiters in their decision making. Candidates with a lower given score may be less likely to make the short list of advancing candidates.

We regularly review and audit our talent system to ensure that it creates outcomes which are fair, ethical and avoid discriminatory practices or biases. See [here](#) for the latest third party bias audit information. A reasonable accommodation, reasonable alternative selection, appeal, or to exercise your right to opt out of AADM may be requested by nextbit@agilebits.com with the subject "AI accommodation request".

If you would like to know more about how the screening tool reaches its outcomes, please do get in touch with us at careers@1password.com.

1Password uses BrightHire to record and transcribe our interviews, allowing interviewers to fully focus on the conversation. It helps promote a consistent hiring process with the best possible interview experience. Your privacy is very important to us; should you not wish for BrightHire to record any of your interviews, you will be provided with a link to opt out prior to your first interview or you can ask the interviewer to stop the recording at any time. Should you choose to opt out, the structure of the interview and decision-making process will remain the same and the decision not to be recorded will have no weight on your candidacy.

We rely on your consent to process your candidate application and your self-identification details. You have the right to withdraw your consent at any time by notifying us using the contact

details below. Depending on where you live, you may have the right to opt-out of certain data processing.

Your information is only retained as long as needed to evaluate your candidacy, when we have no ongoing legitimate business need to process your information, we will either delete or anonymize it. If we inform you, we may also store your information, and may use it in relation to future positions to which you apply, or which we believe may be relevant to you given your background.

1Password adheres to applicable data protection laws and your rights regarding your personal information are outlined below:

- The right to request a copy of the data we hold about you in a commonly used machine-readable format and to request the sources from which we obtained your information.
- The right to correct and update the information we hold about you. If the data we hold about you is out of date, incomplete or incorrect you can inform us, and your data will be updated.
- The right to have your information erased. If you believe we should no longer be using your data you can request that we erase the data that we hold. Upon receiving a request for erasure, we will confirm whether it has been deleted or a reason why it cannot be deleted (for example because we have a legal obligation to keep the information).
- The right to object to processing of your data. You may request that we stop processing information about you. Upon receiving your request, we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or bring or defend legal claims.
- The right to request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

We will comply with your request where it is lawful and feasible to do so, within one month of receiving your request, and at no cost to you.

If you have any questions about how we use or process your information, please contact our privacy team at privacy@1password.com or through [1Password Support](#).