



Employment Applicant Privacy Notice

Effective: 18, September, 2023

We respect the privacy of individuals that apply or are recruited for employment at Salesloft. This Privacy Notice ("Notice") describes how we collect, use, or otherwise process personal information about our job applicants and candidates ("Applicant/s", "you", and "your"), why we process your personal information, and your rights in relation to your personal information.

Please take a moment to read this Notice carefully. If you have questions about this Notice or how we process your personal information, you can contact us via email at recruiting@salesloft.com.

This Notice does not address personal information collected when your use of our website (Salesloft.com), except for when you access our Careers page. For more information on how we process website visitors' personal information, please read our website Privacy Notice found at <https://salesloft.com/privacy-notice/>. If you are a current employee of Salesloft, please refer to the Employee Privacy Notice available on Salesloft's Lofternet.

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CHANGES TO THIS PRIVACY NOTICE

We may modify this Notice from time to time, which we will indicate by changing the Notice effective date. If we make a material change that is applicable to you, where required by law, we will notify you of such change by using the contact information that you provide during the hiring process.



CONTROLLER INFORMATION

Salesloft, Inc. operates entities around the world (collectively “Salesloft”, “we”, “us”, or “our”). For purposes of this Notice, Salesloft, Inc., along with the Salesloft entity to which you applied for employment, determines the means and purposes of processing your personal information (typically referred to as a “data controller”). This Notice applies to Applicants who apply or are recruited for employment at the following Salesloft entities: Salesloft, Inc., Salesloft UK Limited, Salesloft S de RL de CV, Salesloft Poland sp z.o.o. and any other Salesloft entity that links to this Notice. The controllers of your personal information are identified below. Your personal information may be disclosed to our private equity sponsor, Vista Equity Partners, and its affiliates, including Vista Consulting Group as further described in this Notice. Where your personal information is disclosed to Vista, Vista is an independent controller of such information, except where the applicable Vista entity is engaged by us to provide a service.

Entity to which you applied for employment	Controller #1	Controller #2
Salesloft, Inc.	Salesloft, Inc.	N/A
Salesloft UK Limited	Salesloft, Inc.	Salesloft UK Limited
Salesloft S de RL de CV	Salesloft, Inc.	Salesloft S de RL de CV
Salesloft Poland Sp z.o.o	Salesloft, Inc	Salesloft Poland Sp z.o.o

THE PERSONAL INFORMATION WE COLLECT

We collect personal information about you when you apply for a job with us and during the recruitment process. Personal information is typically defined as data that identifies an individual or relates to an identifiable individual. This includes information you provide to us, information collected about you automatically, and information we obtain from third parties. The definition of personal information depends on the law that is applicable based on your physical location or residency. Only the definition that applies to your physical location or residency will apply to you under this Notice.

The types of personal information we may collect, use, or process depends upon the nature and location of the job you are being considered for and the information you elect to provide to us. Such information may include:

- **Personal Identifiers & Contact Information:** such as your name, phone number, date of birth, home address, personal email address, IP address, and social media account (e.g. LinkedIn).
- **Job Application Information & Professional or Employment Related Information:** such as position applied for, current and previous roles, titles, responsibilities and assignments, years of service, qualifications and experience, compensation and salary, professional memberships and/or certifications, eligibility for and participation in benefit schemes, and any other information in your CV/resume.

Salesloft.

- **Educational Information & Qualifications:** such as your highest level of education, the schools you attended, degrees, certificates or other educational qualifications, your academic transcripts, and educational references.
- **Financial Information:** such as your desired or previous salary, bonus, benefits, and stock or equity grants.
- **Background Check Information:** when permitted by applicable law, this may include information to verify professional and educational history and qualifications, credit worthiness, and/or criminal history that may be relevant for a position with Salesloft.
- **Nationality, Citizenship, & Right to Work Information:** such as country of birth, government identification documents (including passports and residency permits), and, where relevant, visa information.
- **Other Application & Interview Information:** any personal information you choose to share with us during your interview, or information within your application, CV, resume, transcripts, or other supporting documentation.
- **Demographics Information, Equal Opportunity Information, & Protected Classifications Under California and U.S. Federal Law:** As part of our diversity, equality, and inclusion strategy, We may monitor and report on gender/gender identity, race, ethnicity, and veteran status when you choose to provide such information. As part of our standard recruitment process outside of equal opportunity monitoring, we may also collect information related to age, national origin, citizenship, sex , gender expression, sexual orientation, religion, disability or accommodation request, or marital status. Such information will not be used in the hiring decision, unless specifically permitted by law.
- **Travel related Information:** such as your banking details and other information reasonably necessary to facilitate your travel or travel expense reimbursement.

Although we often collect personal information directly from you, we may collect certain information from references, recruiters, job-related social media sites (such as LinkedIn), or publicly available sources. In addition, we receive information from service providers and other third parties that collect data on our behalf, such as communications, scheduling, and application providers. Finally, we may collect personal information about you through background check and credit reference agencies, where permitted by law.

When you visit Salesloft's Careers website, we may use cookies, web beacons, tags, scripts, or similar tracking technologies to automatically collect information from you. To the extent required by law, cookies and similar tracking technologies will only be used when we have your consent. Cookies may be used to measure and analyze website traffic data, enable sign-in functionality, combat fraud, and for other purposes as outlined on our website. For information about how and why we use cookies and similar tracking technologies, as well as how you can control the data collected by cookies and similar



technologies, please see our Cookie Policy, which is available for viewing on our website. You may update your cookie settings by changing your Preferences on our website.

It is voluntary for you to provide us with your personal information. However, if you fail to provide certain information when requested, we may not be able to accept or consider your application. To the extent we maintain and use personal information in a deidentified form, we will not attempt to reidentify the information, except for the purpose of determining whether our deidentification processes satisfy our legal obligations.

HOW YOUR PERSONAL INFORMATION IS USED

We use and process your personal information for certain purposes that align with applicable data protection law in the jurisdiction in which you are located or maintain residency. For example, We may use your information:

- to communicate with you about the recruitment process, including, where appropriate, informing you of potential career opportunities at Salesloft or its subsidiaries or affiliates;
- as necessary to make hiring decisions, including to assess your skills, qualifications, and interests, and to verify information provided by you;
- to comply with our legal obligations, such as to verify your right to work or to submit reports as required by law;
- to carry out our legitimate business interests, including for example:
 - facilitation of recruitment and hiring activities;
 - business planning and restructuring exercises;
 - dealing with legal claims made against us;
 - preventing fraud; and
 - ensuring our administrative and IT systems are secure and robust against unauthorized access,

except where such interests are overridden by your interests in not having your personal information processed;

- to make improvements to our application and recruitment process, including improving diversity in recruitment practices; and
- to protect your interests.

If you are hired by Salesloft, the information collected during the application and recruitment process will become part of your employment record.

Further details regarding the use of your personal information may be found in the *Legal Bases for Processing Your Personal Information* section below.



SHARING YOUR PERSONAL INFORMATION

We take care to allow your personal information to be accessed only by those who require access to perform their tasks and duties, and to share your personal information only with third parties who have a legitimate purpose for accessing it. We will share your information in the following circumstances:

- Your personal information will be shared with Salesloft employees, where such is necessary for them to undertake their duties with respect to our hiring process. This includes, for example, individuals within Salesloft's People Operations department, which facilitates Salesloft's recruitment efforts and maintains personnel records.
- We may share your personal information with the other Salesloft group entities identified in this Notice as may be necessary to administer our relationship with you or to operate our business.
- We may also disclose your personal information for the purposes described herein to:
 - Your references, as part of the recruitment process;
 - third party service providers that assist in administering our hiring process (such as recruiting agencies or providers of recruitment management services or technologies);
 - credit and background (including criminal) check companies;
 - professional service providers and advisors who perform functions on our behalf, such as lawyers; and
 - the government, regulatory authorities, and other organizations (such as the police or other law enforcement agencies) as required or authorized by law.
- We may disclose your personal information to our private equity sponsor, Vista Equity Partners, and its affiliates, including Vista Consulting Group (collectively, "Vista") in line with the terms of this Notice for administration, research, database development, workforce analytics, and business operation purposes. Where required by law, we will obtain your consent for such disclosures. Vista processes and shares your personal information with its affiliates, including other Vista portfolio companies, on the basis of its legitimate interests in managing, administering, and improving its business and overseeing the recruitment process and, if applicable, your employment relationship with Salesloft. If you have consented to us doing so, we also share your personal information with other Vista portfolio companies for the purpose of being considered for other job opportunities in the pooling system, both inside and outside of the European Economic Area ("EEA") and the United Kingdom. A full list of all Vista portfolio companies can be found at: <https://www.vistaequitypartners.com/companies/>. Vista's privacy policy can be found at <https://www.vistaequitypartners.com/privacy/>. Where this requires us to transfer your personal information outside of the EEA or United Kingdom, please refer to the International Transfers section of the Notice for further details on cross-border transfers. In connection with the recruitment process, your personal information may be transferred outside of the EEA or UK



to CIMS, Hirebridge, LLC and Criteria Corp., which provide applicant tracking and evaluation services. Hirebridge, LLC and Criteria Corp have agreed to comply with the EU Standard Contractual Clauses to ensure that your personal information is protected whilst outside of the EEA.

- We may also disclose your personal information to third parties to whom we choose to sell, transfer, or merge parts of our business or our assets, including but not limited to in connection with any bankruptcy or insolvency event. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal information in the same way as set out in this Notice.
- Finally, we may collect, use, and disclose your personal information for other purposes not listed in this Notice. If we do so, where required by law, we will make it known to you at the time we collect your personal information and obtain your consent.

LEGAL BASES FOR PROCESSING YOUR PERSONAL INFORMATION

Certain jurisdictions require us to provide you with information regarding our legal grounds or “legal basis” for processing your personal information. If you are located in any such jurisdiction (such as the United Kingdom), our legal basis for collecting and processing your personal information is explained in the chart below:

Category of Personal Information	How We Use It	Legal Basis for Processing
Personal Identifiers and Contact Information	We use this information to open and maintain applicant records.	The processing is necessary for our legitimate interests, namely, managing job applications and the hiring process.
	We use this information to communicate with you as part of the recruitment process.	The processing is necessary for our legitimate interests, namely, communicating with applicants and managing job applications for positions with Salesloft.
	Where not directly related to your application (such as through cookie collections), we use this information to better understand the individuals who navigate our Website, including their use of the Careers Page, enable sign-in functionality, combat fraud, and for other purposes as outlined on our website. <i>For information on the use of cookies and similar tracking technologies, as well as how you can control the data collected by cookies and</i>	Where required by law, we base the collection and use of cookie data on consent.

	<i>similar technologies, please see our Cookie Policy, which is available for viewing on our website.</i>	
Job Application Information, Professional or Employment related Information, and Education Information	We use this information to process and assess your application, including assessing your suitability for a role.	The processing is necessary to take steps prior to entering into an employment relationship with you. It is also necessary for our legitimate interests, namely, to ensure effective staffing and hiring.
	We use this information to calculate a proposed salary and to assess eligibility for certain benefits.	The processing is necessary to take steps prior to entering into an employment relationship with you and for our legitimate interests, namely, to ensure effective staffing and hiring and for proper business administration.
	We use this information to monitor and improve our application process.	The processing is necessary for our legitimate interests, namely, reviewing and updating our application process.
Results of Reference Checks and Background Screening, such as Education and Employment Verification	We use this information to process and assess your application, including assessing your suitability for a role.	The processing is necessary to take steps prior to entering into an employment relationship with you. It is also necessary for our legitimate interests, namely, to ensure effective staffing and hiring.
	We use this information to fulfil our obligations under applicable law, regulations, legal processes, or enforceable government requests.	The processing is necessary for compliance with a legal obligation to which we are subject.
Nationality, Citizenship, and Right to Work Information Note that this may include your social security, driver's license, state identification card, or passport number.	We use this information to determine your eligibility to work.	The processing is necessary for compliance with a legal obligation to which we are subject.
	We use this information to fulfil our obligations to relevant government authorities.	The processing is necessary for compliance with a legal obligation to which we are subject.
Interview Information	We use this information to process and assess your application, including assessing your suitability for a role.	The processing is necessary in order to take steps prior to entering into an employment relationship with you. It is also necessary for our legitimate interests, namely, to ensure effective staffing and hiring.

	We use this information to calculate a proposed salary and to assess eligibility for certain benefits.	The processing is necessary in order to take steps prior to entering into an employment relationship with you and for our legitimate interests, namely, to ensure effective staffing and hiring and for proper business administration.
	We use this information to monitor and improve our application process.	The processing is necessary for our legitimate interests, namely, assessing and managing applications for positions with Salesloft.
Information Provided by You during the Application Process	We use this information to process and assess your application, including assessing your suitability for a role.	The processing is necessary in order to take steps prior to entering into an employment relationship with you. It is also necessary for our legitimate interests, namely, to ensure effective staffing and hiring.
	We use this information to respond to your enquiries and to monitor and improve our application process.	The processing is necessary for our legitimate interests, namely, managing applications and improving the application process.
Equal Opportunity Information and/or Demographics Information Note that this may include racial or ethnic origin, religious or philosophical beliefs, sexual orientation, veteran status, union membership, and health or medical information.	We will use this information to comply with government reporting requirements, including of the Equal Employment Opportunity Commission, Office of Contracting Compliance Programs, or similar state agencies. We may also aggregate this information to understand, monitor, and improve our application/recruitment process in line with our diversity, equity, and inclusion strategy.	We collect this category of information on a purely voluntary basis, except where collection is required by law. We may also collect information with respect to disability and/or medical condition, as necessary, to comply with federal and state laws related to reasonable accommodations. This processing is necessary for compliance with our legal obligations. Where processing is not required by law, processing is based on our legitimate interests, namely, to prevent discrimination and to foster a diverse, inclusive, and equitable working environment.
Travel-related Information Note that this may include financial account information.	To the extent you incur expenses during the recruitment process, we use this information as reasonably necessary to facilitate your travel and to reimburse you for travel expenses.	The processing is necessary for our legitimate interests, namely, managing applications and improving the application process.

CONSENT

We are not required to obtain your consent for most of the processing activities that we undertake with respect to your personal information in relation to your job application.



In certain circumstances and in certain jurisdictions, we may need your consent to use certain "sensitive" information, such as information about your health or ethnicity, in particular ways. You will never be obliged to give us this consent. Where you have given us consent to collect, use, or disclose your sensitive personal information, you may withdraw your consent at any time by contacting us using the contact information below.

INTERNATIONAL TRANSFERS

Salesloft has entities and offices in countries around the globe. As part of our global operations, we transmit information between and among these entities and their service providers. As a result of the global nature of our business, your personal information may be shared with entities and processed in a foreign country where privacy laws may be less stringent than the laws in your country. For instance, your personal information may be disclosed as outlined in the paragraph "Sharing Your Personal Information" with persons or organizations in the United States and possibly other countries. Nonetheless, where required by the applicable privacy laws, we take steps to treat personal information using the same privacy principles that apply pursuant to the law of the country in which we first received your information. Your personal information will be accessible only to other employees on a need-to-know basis, including where access is needed for the performance of their duties.

EU and UK Personal Information Transfers

We rely on standard contractual clauses approved by the European Commission and/or the Information Commissioner's Office ("ICO") to facilitate the international transfer of personal information collected in the EEA and the United Kingdom ("European personal information") and transferred to the extent the recipients of the European personal information are located in a country that the European Commission or ICO considers to not provide an adequate level of data protection. This may include transfers from Salesloft UK to US-based Salesloft, Inc. We may also rely on an adequacy decision of the European Commission or ICO confirming an adequate level of data protection in the jurisdiction of the party receiving the information. Where required by law and upon your request, we will make available to you a copy of any standard contractual clauses we use for the transfer of your personal data outside of the EEA and/or UK to third countries. You may request a copy of such standard contractual clauses by contacting us using the contact information below.

SECURITY OF YOUR PERSONAL INFORMATION

We understand how important your privacy is, which is why Salesloft maintains physical, technical, organizational, and administrative safeguards to protect the security and confidentiality of the personal information you entrust to us.

We protect your personal information by maintaining physical, electronic, and procedural safeguards in compliance with applicable laws and regulations. For example, we use safeguards such as firewalls, we enforce physical access controls to our buildings, and we authorize access to personal information only for those employees who require it to fulfill their job responsibilities.



However, we cannot guarantee that loss, misuse, unauthorized acquisition, or alteration of your data will not occur. Furthermore, we cannot ensure or warrant the security or confidentiality of information you transmit to us or receive from us by Internet or wireless connection, including email, phone, or SMS, since we have no way of protecting that information once it leaves and until it reaches us. If you have reason to believe that your data is no longer secure, please contact us using the contact information provided in this Privacy Notice. In the event that we are required by law to inform you of any privacy or security event relating to your personal information, we may notify you electronically, in writing, or by telephone.

DATA RETENTION

We will store the personal information for no longer than necessary and in accordance with our legal obligations and legitimate business interests.

If your application is successful and you become an employee of Salesloft, where permitted by local law, the personal information we collect during the application process may be transferred to your personnel file and stored in accordance with our internal policies, including as outlined in our Employee Privacy Notice, which you will receive access to at the start of your employment.

If your application is not successful, we will retain your personal information for a period after your application. We retain this information for various reasons, including to comply with applicable law, to address a legal challenge relating to a recruitment decision, and to help us better understand, analyze, and improve our recruitment processes. To the extent that you give us consent to do so, we may also keep your personal information for the purpose of considering your application for employment with other Salesloft entities or for other positions with Salesloft, Inc.

Where you have given us your consent to process certain equal opportunities information provided during the recruitment process, we may anonymize and aggregate this information and store it in a form that does not personally identify you, for the purpose of monitoring and improving our application and recruitment process.

YOUR RIGHTS IN RELATION TO YOUR PERSONAL INFORMATION

Depending on applicable law where you are located, you may be able to assert certain rights related to your personal information. Salesloft has absolute discretion in providing you with any rights not afforded to you by law. The rights that you may have include:

- **Access and portability.** You may ask us to confirm whether we are processing your personal information, or request that we provide you with a copy of your personal information. This information will be provided without undue delay, subject to a potential fee associated with information gathering (as permitted by law), unless such provision adversely affects the rights and freedoms of individuals. In certain circumstances, you may request to receive your personal information in a structured,



commonly used and machine-readable format, and to have us transfer your personal information directly to another data controller.

- **Rectification of incomplete or inaccurate personal information.** You may request to rectify or update any of your personal information held by Salesloft that is inaccurate.
- **Erasure.** You may request to erase your personal information. Please note that we may be required or permitted by law to retain your information.
- **Withdraw consent.** Where processing of your personal information is based on your consent, you may have the right to withdraw your consent at any time. Your withdrawal will not affect the lawfulness of Salesloft's processing based on consent before your withdrawal.
- **Restriction of processing.** Applicable law may give you the right to restrict or object to us processing your personal information under certain circumstances. We may continue to process your personal information if it is necessary for the defense of legal claims, or for any other exceptions permitted by applicable law.
- **Objection to the inclusion of information.** You may have the right to object to the way we use your personal information where the legal basis of our use is our legitimate interests.
- **Automated individual decision-making.** You may have the right not to be subject to a decision based solely on automated processing of your personal information, including profiling, which produces legal or similarly significant effects on you, save for the exceptions applicable under relevant data protection laws. We may process your personal information in relation to your application for data and statistical analysis. We may deploy specific technologies for the purposes of enabling certain global-level recruiting analysis and diversity monitoring where permitted by applicable law, to comply with legal requirements, or for Salesloft's legitimate interests. We do not make any automated decisions in relation to your application without human involvement.

We will not discriminate against you for exercising your rights.

If you are located in a jurisdiction that grants you some or all of the rights above, you should note that your rights with regard to your personal information are not absolute. Depending upon the applicable law, requests may be denied: (a) when denial of the request is required or authorized by law; (b) when granting the request would have a negative impact on another's privacy; (c) to protect our rights and properties; (d) where the request is frivolous or vexatious, or (e) for other reasons.

HOW TO MAKE A PRIVACY REQUEST

You, or an authorized individual who we can verify is acting on your behalf, can exercise your rights by contacting us using the contact details at the bottom of this Privacy Notice. Please note that in order to fulfil your request, we may need you to provide certain personal



information to verify your identity. We may verify your identity in person, by phone call, or via email. We may also ask you to provide a signed declaration confirming your identity. If you choose to have an authorized agent submit a request on your behalf, we will require the agent to provide us with a written, signed, and notarized permission to submit such request. We will also require you to verify your own identity with us.

If you disagree with how we handled a request, you may appeal our decision by contacting us at people@salesloft.com with the subject line "Appeal."

MAKING A COMPLAINT

If you believe that we have infringed your rights, we encourage you to contact our People Operations team at recruiting@salesloft.com.

In certain jurisdictions, you have the right to submit a complaint to your local data protection regulator:

- If you reside in the EU, you can file a complaint with the International Centre for Dispute Resolution by phone at +1.212.484.4181, or by visiting the website <http://info.adr.org/safeharbor>, or your relevant data protection authority.
- If you reside in the UK, you can file a complaint with the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, 0303 123 1113, casework@ico.org.uk.

CHILDREN

Please note that Salesloft does not knowingly collect the personal information of children for purposes of employment. Applicants are required to prove that they are over the age of majority in their country to continue in Salesloft's hiring process.

ADDITIONAL INFORMATION FOR SPECIFIC JURISDICTIONS

Additional Provisions for USA

In states where residents are allowed additional individual rights, Salesloft is committed to honoring those rights for such residents, including requests that may limit how we use and share your data, consistent with our legal obligations. Note that the applicable law may exempt certain personal information from such requests. To submit a request based on local law, please contact us as indicated below in the *Contact Information* section. We will respond to your request as required by law. If any circumstances cause delay in our response, you will be promptly notified.

California Residents. Pursuant to the California Consumer Privacy Act of 2018 ("CCPA"), in the section above entitled "The Personal Information We Collect" we identify the personal information, as that term is defined in the CCPA, that we collect. In addition to those categories listed, we may also collect Characteristics of Protected Classifications and



categories of personal information described in the California Customer Records statute (Cal. Civ. Code § 1798.80(e)). In the sections above titled “How We Use Your Personal Information” and “Legal Basis for Processing Your Personal Information” we explain how we use your personal information. We may share all of these categories of information with our affiliates, our business partners, government entities (as may be needed to comply with law or prevent illegal activities), service providers (such as payment processors and financial institutions, or as needed for travel expense reimbursement), and professional services organizations (such as auditors and law firms).

CONTACT INFORMATION

If you have questions or concerns regarding this Privacy Notice, please contact us as at recruiting@salesloft.com. Because email communications are not always secure, please do not include sensitive information in your emails to us.