

Applicant Privacy Notice

1. Introduction

SolarWinds Worldwide, LLC and its affiliated companies and subsidiaries ("SolarWinds", "we", "our", or "us") will collect and hold the information that you submit to us within the scope of the application process; this information may contain personally identifiable information ("Personal Data"). This Applicant Privacy Notice ("Applicant Privacy Notice") sets out which Personal Data we collect about you and how we use it.

Throughout this Applicant Privacy Notice, we may use the term "processing" to cover all activities involving your Personal Data, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of information.

2. Purposes of processing your Personal Data

2.1. *Administration of application process and assessment of your skills, qualifications and suitability for the vacancy, including information verification*

SolarWinds may process your Personal Data for the purpose of administrating the application process. This includes reviewing your Personal Data to assess your skills, qualifications and your suitability for our career opportunities, as well as to take measures to verify that the information you have provided is true and accurate, including by means of reference checks. Personal Data processed for these purposes may include:

- name, address, email address, telephone number or other contact information;
- position applied for, application letter and job preferences, how you heard about the position, your willingness to travel if the applied position so requires, eligibility to work in the jurisdiction in which the position(s) you apply for are located;
- information about current employment;
- your work visa, permit, or other documents evidencing authorization to work under the applicable immigration laws;
- your educational background, references, CV and application details, interview and assessment data, vetting and verification information and previous experience;
- your previous (job) experience and references;
- photograph;
- memberships of committees or other bodies;
- language skills, computer knowledge, special skills including (driver) licenses, interests, leisure activities, other qualifications, activities; and
- any other Personal Data necessary or voluntarily given by you in connection with your application.

For applicants in the European Union, your Personal Data processed in accordance with this section is processed on the basis of our legitimate business interests where those interests are not overridden by your fundamental rights and in order to comply with legal obligations, including immigration and equal employment opportunity compliance. If falling under the legitimate interest legal basis, SolarWinds has a legitimate interest to process your Personal

Data to be able to recruit, fill, and hire the best candidates for employment while at the same time complying with all applicable laws.

2.2. *Record-keeping and communication of career opportunities*

SolarWinds may process your Personal Data for the purpose of keeping your record for current and future hiring processes, including for the purpose of communicating with you and providing you with information regarding potential career opportunities that suits your profile. Personal Data processed for this purpose includes:

- name, address, email address, telephone number or other contact information;
- position applied for, application letter and job preferences, how you heard about the position, your willingness to travel if the applied position so requires, eligibility to work in the jurisdiction in which the position(s) you apply for are located;
- information about current employment;
- education, previous (job) experience, CV and references;
- memberships of committees or other bodies;
- language skills, computer knowledge, special skills including (driver) licenses, interests, leisure activities, other qualifications and activities; and
- any other Personal Data necessary or voluntarily given by you in connection with your application.

For applicants in the European Union, your Personal Data processed in accordance with this section is processed on the basis of our legitimate business interests where those interests are not overridden by your fundamental rights and in order to comply with legal obligations to maintain records of recruiting efforts, where applicable. If falling under the legitimate interest legal basis, SolarWinds has a legitimate interest to process your Personal Data to be able to recruit, fill, and hire the best candidates for employment while at the same time complying with all applicable laws.

2.3. *Establish, exercise and defend legal claims*

SolarWinds may process your Personal Data for the purposes of establishing, exercising and defending potential legal claims. Personal Data processed for these purposes include:

- name, address, email address, telephone number or other contact information;
- position applied for, application letter and job preferences, how you heard about the position, your willingness to travel if the applied position so requires, eligibility to work in the jurisdiction in which the position(s) you apply for are located;
- information about current employment;
- education, previous (job) experience and references;
- photograph;
- memberships of committees or other bodies;
- language skills, computer knowledge, special skills including (driver) licenses, interests, leisure activities, other qualifications and activities; and
- any other Personal Data necessary or voluntarily given by you in connection with your application.

For applicants in the European Union, your Personal Data processed in accordance with this section is processed on the basis of our legitimate business interests where those interests are not overridden by your fundamental rights. If falling under the legitimate interest legal basis, SolarWinds has a legitimate interest to process your Personal Data for these purposes to be

able to establish, exercise and/or defend our position in potential legal claims in the event of a dispute or controversy between you and SolarWinds, related to the hiring process and/or your application.

2.4. *Retention of your Personal Data*

The Personal Data processed pursuant to your application for employment will be processed in accordance with our data retention guidelines, which commences on the date from when the hiring process related to the position(s) you have applied for is finished, unless a longer period is necessary for our legal obligations or related to a legal claim, or unless you notify us that you would like us to process your Personal Data related to potential future career opportunities for which you may be interested. Such notification shall constitute consent to the processing of your Personal Data for purposes of potential future career opportunities. You understand that you are entitled to revoke your consent at any time.

3. Disclosure and transfer of Personal Data

For the purposes listed above, we may share your Personal Data on a need-to-know basis with SolarWinds employees due to their function within SolarWinds (in the country of the posted position and in other countries where we have operations (including countries outside EU/EEA)), with external parties or associates, such as applicant verification vendors, with SolarWinds' parent, subsidiaries and/or affiliates. Transfers of Personal Data to jurisdictions which do not have equivalent data protection laws as your jurisdiction of residence are subject to the European Commission's (EC) Standard Contractual Clauses ("SCC") or an equivalent means. You are entitled to, upon request, receive a copy of any documentation showing that appropriate safeguards have been taken to protect your Personal Data during such transfer.

Transfers in accordance with this section are based on the same legal ground as is applicable for the respective purpose (as set forth in section 2 above).

4. Revocation of consent

You may, at any time, revoke consents that you have given to SolarWinds pertaining to any such processing of Personal Data that is based on your consent.

You may revoke your consent by contacting SolarWinds on the contact details set forth below. Please indicate details of your consent revocation (which Personal Data, etc.). Upon such revocation, SolarWinds will cease to process your Personal Data relating to the purposes for which your consent has been revoked.

5. Rights related to Personal Data

5.1. *Your Rights*

SolarWinds will take steps in accordance with the applicable legislation to keep your Personal Data accurate, complete and up-to-date. You are entitled to have any inadequate, incomplete or incorrect Personal Data corrected. Furthermore, you also have the right to request access to the Personal Data that we store about you. You are entitled to review your Personal Data and request that we amend or delete such Personal Data under certain circumstances.

If you are in the European Union, you also have additional rights, including the right to, under certain circumstances, (i) object to any processing of your Personal Data processed on the basis of our legitimate interests, (ii) restrict the processing of your Personal Data to only

comprise storage of your Personal Data (e.g. during the time when SolarWinds assesses whether you are entitled to have Personal Data erased), and (iii) receive a copy of the Personal Data processed in a common machine-readable format and to require us to transmit it to another data controller where this is technically feasible.

5.2. *Complaints*

You also have the right to lodge a complaint with a supervisory authority, in your jurisdiction of residence, if you consider that the processing of your Personal Data infringes this Privacy Notice. For further information regarding your rights, or to exercise any of your rights, please contact us through the details below.

6. **Contact us**

If you have any questions or concerns regarding the processing of your Personal Data, please contact us via email or phone using the information set forth above, or electronically using the details set forth below: hrops@solarwinds.com or privacy@solarwinds.com.