

# PRIVACY NOTICE – APPLICANTS

Blackbaud is committed to respecting the privacy of applicants for positions at our companies. We use your data as described below in connection with your application for a job, internship or other work posit

## WHO ARE WE?

This policy applies to all applicants for positions with **BBE** (Blackbaud Europe Ltd.) or **JustGiving** in the UK (Giving.com Limited) (collectively referred to as “**Blackbaud**”). To contact us, please email [TalentManagement@blackbaud.onmicrosoft.com](mailto:TalentManagement@blackbaud.onmicrosoft.com).

## WHAT DATA DO WE COLLECT?

We collect:

- Name and contact details
- Details of your education, career history, qualifications and publications
- Information about your current and/or required salary and benefits
- Citizenship, visa requirements and other related citizenship information
- Screening questionnaire responses, interview ratings and assessments, background check results

Much of the information we hold will have been provided by you (either by you directly or when you choose to apply using the information contained in your LinkedIn profile), but some may come from other sources, such as your references, government authorities or the like.

## HOW DO WE USE YOUR DATA?

We need to use your personal data to evaluate your suitability for the position you applied for and to contact you with respect to your application. In limited circumstances and with notification to you, we may conduct a background check on an applicant.

## ON WHAT LEGAL BASES DO WE PROCESS YOUR DATA?



We process your personal data on a variety of legal bases depending on the use. We may process your personal data for the purposes of our legitimate interests, provided that these uses aren't outweighed by your rights or interests. Blackbaud has a legitimate interest in the processing of your data for the purposes of making decisions about whether or not to offer employment to applicants and determining the particulars of such offer, like your salary and other benefits. To protect your rights in connection with our processing of your personal data, we have conducted a legitimate interest assessment to ensure that such processing isn't overridden by your rights or interests. We also employ safeguards, such as a formal data governance programme and robust security measures, to protect your privacy.

Sometimes it is necessary to process your data for us to comply with our legal obligations, like checking whether or not you have the right to work in the country in which you're applying to work. In the rare instance that we conduct a background check on you, we process this special category personal data as necessary to exercise our rights in connection with employment purposes.

## ARE WE DOING ANY AUTOMATED DECISION MAKING?

Blackbaud does not conduct automated decision-making on its employees.

## WITH WHOM ARE WE SHARING YOUR DATA?

We may disclose your data to our affiliated organisations and subsidiaries, and to service providers who render services to us, such as Workday, which we use to collect and manage applicant data. We also may disclose your information if required by law, requested by law enforcement authorities or to enforce our legal rights, such as pursuant to a subpoena. We may share your information in connection with a sale or reorganisation of Blackbaud, but in any such case, the terms of this Policy will continue to apply.

## WHERE ARE WE SENDING YOUR DATA?

Blackbaud's parent company is headquartered in the US. As such, we may transfer your data outside the UK and/or EU. If we do, we ensure your data is processed only in countries that provide an adequate level of protection for your data or where the recipient provides appropriate safeguards, such as model contract clauses, binding corporate rules, or approved transfer mechanisms.

## WHAT ARE YOUR RIGHTS?

You can exercise a variety of rights regarding our use of your data:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any incorrect data we have about you and you can also update your data at any time on Workday
- You can withdraw consent to any processing we do based on your consent
- You can ask us to delete your data
- You can ask for your data in a common, machine-readable format



- You can object to processing we do on the basis of legitimate interests
- You can ask us to restrict the processing of your data

To exercise any of the foregoing rights, click [here](#). Note that some of these rights aren't absolute—for example, we may not be able to forget you if we have to keep some of your data to comply with the law—but we'll evaluate your request in accordance with applicable data protection laws. Blackbaud will respond to your request within one month of receiving it. Also, note that you have the right to lodge a complaint with the UK Information Commissioner's Office or the supervisory authority in your country of residence or place of work.

## WHAT ARE THE CONSEQUENCES OF NOT PROVIDING DATA?

If you do not provide your personal data to Blackbaud, we may be unable to process your application.

## HOW LONG DO WE KEEP YOUR DATA?

If you do not receive the position for which you apply, we will keep your personal data in an identifiable form for as long as we have a legitimate reason to use the data, but no longer than 12 months, or as long as required by law.

## HOW TO REACH OUR DATA PROTECTION OFFICER?

To contact Blackbaud's Data Protection Officer regarding our processing of your personal data, email [privacy@blackbaud.com](mailto:privacy@blackbaud.com).

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