

Candidate Privacy and Cookie Statement

Effective: 17 April 2021

We know that sharing your personal information with us is based on trust. We take this seriously and are committed to ensuring that we respect your privacy when you visit our website, use our services or consider employment opportunities with us. This Candidate Privacy and Cookie Statement (“Candidate Statement”) is intended to describe how we collect and process personal information from individuals that are considering employment opportunities with TripAdvisor or one of our group companies or affiliates, including, but not limited to TheFork and Viator. Please review this Candidate Statement carefully to learn about our privacy practices.

We operate an online service that provides users with recommendations for travel, dining and travel planning, including hotels, holiday rentals and other accommodations, attractions and experiences, restaurants, flights, cruises, travel guides and lots more. These are collectively referred to as our Services. For more information about our Services and how your personal information is processed whilst using our Services, please visit the respective homepages of each Tripadvisor group company.

Tripadvisor services are owned and operated by Tripadvisor LLC. TheFork services are owned and operated by LaFourchette SAS. Viator services are owned and operated by Viator Inc. By visiting our websites and related applications, whether on a computer, phone, tablet or similar device (these are all referred to as a “Device”), you are accepting the practices described below.

As a global company, we operate in a number of countries and territories where the laws and customs differ. This Candidate Statement provides a general overview of our privacy practices; you can view certain country-specific information by selecting your place of residence in the jurisdiction links at the bottom of this Candidate Statement.

Information Collected

When you apply for a role or enquire about employment opportunities, we collect information from and about you to facilitate the recruitment process. Some information we collect automatically. Other information we collect from different sources, including affiliated entities, business partners and other independent third-party sources. When you make an enquiry or apply

for a role by “clicking-through” from a third-party site or when you visit third-party sites via our Services, those third-party sites may share information with us about your use of their service.

Information collected in the course of sending a recruitment enquiry, applying for a role, screening, interviewing and/or receiving an offer of employment may include the following:

- Contact information, including name, phone number and postal and email addresses
- Your CV, covering application letters and/or information relating to previous employment, experience and qualifications.
- Your preferences regarding openings for which you wish to be considered
- Compensation information, including but not limited to your salary expectations and other compensation information where legally permitted.
- Feedback on the recruitment process, including where you heard about a job opportunity
- Photos
- Geolocation information
- Device information, such as when you accessed our Services and information about the Device used (for example, IP address, software or internet browser used, preferred languages, unique Device identifiers)
- Online activity, including pages you have visited, content reviewed and apps reviewed
- Voluntarily submitted self-identification data subject to your jurisdiction and applicable laws.

In addition to the categories noted above, we may also collect location information if you have instructed your Device to send such information via the privacy settings on that Device, or, for example, if you have uploaded photos tagged with location information. We may use your location information directly and/or share your location with third parties. We collect and share location information in order to provide you with relevant content, to analyze your use of our Services and to improve our Services. For example, we may use your location to show you reviews of hotels, restaurants or attractions near you when you are travelling.

You can change the privacy settings of your Device at any time in order to turn off the functionality that collects and shares location information and/or

the functionality to tag your photos with location information. However, turning off location-sharing may affect certain features that we offer. If you have any questions about the privacy settings of your Device, we suggest you contact the manufacturer of your Device or your mobile service provider for help.

Please see the section on Cookies below for more information regarding the use of cookies and other technology described in this section, including regarding your choices relating to such technologies.

Information Uses

We may use the information types described above for the following purposes:

- Facilitate your job applications
- Screening and interviewing
- Verifying information (as part of the recruitment process and dependent on the role and local law requirements, we may need to run background checks to validate your information, including but not limited to verification of your right to work status, your tax/social or governmental identification numbers, sponsorship/immigration requirements, employer history and qualifications)
- To facilitate any sponsorship or immigration requirements, such as work permit or visa
- Notify you about employment opportunities with us or our affiliates
- To send you job alerts
- For analytics and reporting purposes, such as on our hiring trends or application improvement purposes
- Fraud detection and prevention purposes
- To conduct internal investigations
- Prevent potentially prohibited or unlawful activities
- Resolve disputes or troubleshoot problems, questions or complaints
- To comply with legal obligations
- Send you survey invitations
- Enforce our terms of use and notices; and as otherwise described to you at the point of collection

Information Sharing

Some of the processing activities described in this Candidate Statement may require that we share information with certain other third parties, including our group of companies, in the following circumstances:

- Our Group of Companies. We share information with companies in our corporate family so we can provide you with information which might interest you or be of relevance to your job application. These companies and websites will comply with this Candidate Statement and all applicable laws governing the transmission of promotional communications.
- Suppliers and Business Partners. We share information with certain suppliers or trusted third-party business partners to perform functions to facilitate the recruitment process. Examples include: recruitment agencies, online job portals (such as Glassdoor) or professional networks (such as LinkedIn) or – subject to your consent – to background checking providers. These suppliers and partners may be based in the USA, the European Economic Area (EEA), the United Kingdom or in another jurisdiction. This sharing is generally pursuant to written agreements which include confidentiality, privacy and security obligations; however, note that we do not control the privacy practices of these third-party business partners.
- Social Media Sites. When you use our Services and elect to share information with third-party social media sites, the information you share will be governed by the privacy policies of those social media sites and the privacy settings you have set with those social media websites.
- Other third parties, such as referring websites. Third parties may also assist us in collecting information by, for example, operating features of our website.

Information Transfers

We are a global company and we operate in many different jurisdictions. If we transfer your information to other countries, we will use and protect that information as described in this Candidate Statement and in accordance with applicable law, for example on the basis of standard contractual clauses.

Information Security

We have implemented appropriate administrative, technical and physical security procedures to help protect your information.

We only authorise specific employees to access personal information and they may do so only for permitted business functions. We use encryption when transmitting your information between your system and ours, and between our system and those of the parties with whom we share information. We also employ firewalls and intrusion detection systems to help prevent unauthorised access to your information. However, we cannot guarantee the security of information from unauthorised entry or use, hardware or software failure or other circumstances outside of our control.

Information Retention

We will retain copies of your information as necessary in connection with the purposes set out in this Candidate Statement, unless applicable law requires a longer retention period. In addition, we may retain your information for the duration of any period necessary to establish, exercise or defend any legal rights.

Do Not Track Signals

Our website is not designed to currently respond to “Do Not Track” (“DNT”) signal requests from browsers. This is due to the lack of global standardised interpretation that defines “Do Not Track” signals. Once the industry has settled on standards related to this issue, we may re-evaluate this approach.

Cookies

We want your access to our Services to be as easy, efficient and useful as possible. To help us do this, we may use cookies and similar technologies to improve your experience, to enhance site security and to understand how you are interacting with our site.

What are cookies?

Cookies are small text files that are automatically placed on your Device when you visit almost any website. They are stored by your internet browser and contain basic information about your internet use. Your browser sends these cookies back to a website every time you revisit it, so it can recognise your Device and improve your experience by, among other things, providing you with personalised content. We also use cookies to remember your login details, so you don't have to re-enter them repeatedly

when you use our Services. Other cookies help us understand your preferences.

If you delete your cookies, your access to some functionality and areas of our Services might be degraded or restricted.

Statement Changes and Notification

We may update this Candidate Statement in the future. If we believe any changes are material, we will let you know by doing one or more of the following: sending you a communication about the changes, placing a notice on the website and/or posting an updated Candidate Statement on the website. We will note on the Candidate Statement when it was most recently updated. We encourage you to check back from time to time to review the most current version and to periodically review this Candidate Statement for the latest information on our privacy practices.

Contact

If you have a data privacy request, such as a request to delete or access your data, please visit our dedicated privacy portal by [clicking here](#). For general data privacy inquiries or questions concerning our Privacy and Cookies Statement, please contact our privacy team by [clicking here](#).

Europe

General Data Protection Regulation Privacy Statement (“GDPR Statement”)

This GDPR Statement applies to persons in the European Economic Area (“EEA”), including those based in the United Kingdom. This GDPR Statement supplements our Candidate Statement; however, where the Candidate Statement conflicts with the GDPR Statement, the GDPR Statement will prevail as to persons in the EEA.

Controller of Personal Information

Tripadvisor LLC, LaFourchette SAS and Viator Inc are the data controllers of the personal information we collect, however, in accordance with applicable data privacy law, we have appointed representatives within the European Union and United Kingdom.

The contact details of our European Union representative are:

Tripadvisor Ireland Limited
Bloodstone Building
Bloodstone Road Dublin 2
Ireland
Attn: Privacy Officer

The contact details of our United Kingdom representative are:

Tripadvisor Limited
7 Soho Square
London
W1D 3QB
United Kingdom
Attn: Privacy Officer

Tripadvisor Ireland Limited and Tripadvisor Limited's roles in this respect are limited solely to being a contact point for questions on data protection from European and UK residents and data protection supervisory authorities. For the avoidance of doubt, Tripadvisor Limited and Tripadvisor Ireland Limited cannot field other communications or legal process on behalf of Tripadvisor LLC or its affiliates.

Your rights under GDPR

You have certain rights regarding your personal data.

Your rights with respect to your own personal data include the following:

- The right to request access to your personal data. This enables you to receive a copy of the personal data we hold about you.
- The right to request to correct your personal data if it is inaccurate. You may also supplement any incomplete personal data we have, taking into account the purposes of the processing.
- The right to request the deletion of your personal data if:
 - your personal data is no longer necessary for the purposes for which we collected or processed it; or
 - you withdraw your consent if the processing of your personal data is based on consent and no other legal ground exists; or

- you object to the processing of your personal data and we do not have an overriding legitimate ground for processing; or
 - your personal data is unlawfully processed; or
 - your personal data must be deleted for compliance with a legal obligation.
- The right to object to the processing of your personal data. We will comply with your request, unless we have a compelling, overriding, legitimate interest for processing or we need to continue processing your personal data to establish, exercise or defend a legal claim.
- The right to restrict the processing of personal data, if:
 - the accuracy of your personal data is contested by you, for the period in which we have to verify the accuracy of the personal data; or
 - the processing is unlawful and you oppose the deletion of your personal data and request restriction; or
 - we no longer need your personal data for the purposes of processing, but your personal data is required by you for legal claims; or
 - you have objected to the processing, for the period in which we have to verify overriding legitimate grounds.
- The right to data portability. You may request that we send this personal data to a third party, where feasible. You only have this right if it relates to personal data you have provided to us where the processing is based on consent or necessity for the performance of a contract between you and us, and the processing is conducted by automated means.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights described in this Candidate Statement). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. In an effort to speed up our response, we may also contact you to ask you for further information in relation to your request. You can

exercise several of your rights through the personal information section of your account. To exercise your other rights you can file a request by [clicking here](#).

Information Uses

We will only use your personal data when the law allows us to.

Pursuant to GDPR, we will use your personal data in one or more of the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests
- Where we need to comply with a legal or regulatory obligation
- With your consent

International Transfers

Your personal data may be stored or transferred to countries outside the EEA for the purposes described in this Candidate Statement. When we store or transfer your personal data outside the EEA, we take the following precautions to ensure that your personal data is properly protected.

Whenever we store or transfer your personal data outside the EEA, we will do so in accordance with applicable law and we will ensure a similar degree of protection is afforded to it by implementing appropriate safeguards. Transfers of personal data are made:

- to a country recognised by the European Commission as providing an adequate level of protection; or
- to a country which does not offer adequate protection but whose transfer has been governed by the standard contractual clauses of the European Commission or by implementing other appropriate cross-border transfer solutions to provide adequate protection.

By using our services, you understand that your personal data may be transferred to our facilities and those third parties with whom we share it as described in this Candidate Statement.