

# Recruitment Privacy Notice

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Each member of JetBrains Group treats privacy as an integral part of their obligations toward job candidates and internship applicants. JetBrains Group includes the entities listed here, where you can also find contact details for each member.

This document provides information about the types of personal data we process in the recruitment and internship selection process. You will find information about whether we process your personal data based on your consent or other legal reasons, for what purposes we process the data, whether we pass it on to you, and what rights and responsibilities you have in connection with processing your personal information.

## Who Is Responsible for Your Data

If you apply for a job or internship position, the hiring JetBrains Group company in the country where the position is open will be the data controller. Since JetBrains operates globally, some processes may be decided in a centralized manner, which also includes decisions in the recruitment process. For this reason, additional controllers of your data processed in connection with your application will also be JetBrains GmbH, JetBrains N.V., and JetBrains s.r.o. (these entities are the data controllers for all remote positions). The data controllers are hereinafter jointly referred to as “we.”

Being a data controller means that we control the processing of personal data – we receive personal data from you or from the referees you specify while applying for a job or internship, and we determine the categories and purposes of personal data to be processed during the recruitment process. If you have any questions or complaints regarding your personal data processing, please contact [privacy@jetbrains.com](mailto:privacy@jetbrains.com). In certain circumstances, and with your approval, we may share your personal data with a third-party controller if this is necessary to achieve the desired results of the recruitment process. Third-party controllers will process your personal data in accordance with their own internal rules of procedure, which they will make available to you. If you wish to learn more about the third parties we work with as part of our recruitment process, please contact us at [privacy@jetbrains.com](mailto:privacy@jetbrains.com).

## What We Collect

We collect and process personal data listed in this section for the purposes defined above. Specifically, this includes:

- a. **Identification data**, which includes but is not limited to, your first and last name, gender, title, date of birth, and photograph;
- b. **Contact details**, which means personal information that allows us to contact you, such as your permanent residence and/or home address, phone number, and personal email address;
- c. **Data related to work or study performance**, such as information about your education, training, previous experience, and references;
- d. **Identifiers and copies of official documents (as necessary)**, which may include copies of your passport, residence and work permits, social security, etc.;
- e. **Suitability information**, which means the data we use to assess whether you are a suitable candidate for a particular position, especially our assessment of your interview performance and test results. Depending on the requirements of the position you apply for, we may ask you to complete a personality assessment test or a career aptitude test.

## Why We Collect Your Personal Data

Within the recruitment or internship selection process, we process your personal data for the following purposes:

- a. **The hiring and internship selection process.**

We may choose to reach out to suitable candidates on LinkedIn and invite them to apply for the relevant position based on our legitimate interest.

During the selection process, including the screening of candidates, we use identification and contact details, job performance data, and data on your suitability for the position in question. This data is processed under the legal basis of legitimate interest.

After that, personal data, such as first and last name, title, date of birth, permanent address, and personal email address, is processed under the legal basis of performance of the contract and implementation of pre-contractual arrangements, such as the preparation of an employment contract or internship agreement. After hiring, applicable internal policies and notices for JetBrains' staff apply.

– b. **Keeping your information to contact you with relevant job offers within four years.**

Based on your consent, we may store your information in our candidate database and thus process your identification, contact details, and personal performance personal data to contact you with relevant future job offers. We may also use your data from the candidate database to better understand what kinds of job candidates are interested in the careers we have to offer. With your consent, we may process the data for up to four years after the end of the recruitment process. You may withdraw your consent at any time by contacting [privacy@jetbrains.com](mailto:privacy@jetbrains.com). All data processing before revocation of your consent remains valid.

– c. **Keeping your information for the purposes of protection against future lawsuits.**

Based on our legitimate interest, we may keep some portion of your data for a period of six years such as might be necessary for us to defend ourselves in case of future lawsuits.

– d. **Keeping the minimum amount of information necessary to maintain an opt-out list.**

– e. **Contract preparation and onboarding processes.**

– f. **Keeping your information for a period of six months to contact you with an offer for the job for which you applied.**

If you didn't provide consent to be included in our database of candidates (point (b) of this section), we can still contact you within six months of the rejection letter in case a different candidate either didn't accept the offer or their employment was terminated during the probationary period. The legal basis of this processing is our legitimate interest in contacting you with a relevant job offer.

• g. **Creating internal accounts for a selected candidate.**

To ensure a seamless onboarding process based on legitimate interest, if we send you an offer and you accept, we will create internal accounts for you (for example, an email account, a JetBrains Account, or an intranet profile that includes your name, office location, job title, team name, and start date).

### **Sharing With Third Parties**

We use third-party services, such as Google or Slack, to process personal data on our instructions for the purpose of carrying out the recruiting process. We are also obliged to pass the processed personal data to state authorities, courts, law enforcement agencies, and supervisors if they request it.

Based on your application type, your personal data may also be shared with other JetBrains Group members (if needed to assess your suitability for the given position), which may include entities based in countries other than the European Economic Area (EEA). We have implemented EU Standard Contractual clauses to provide for the security of your personal data within the entire JetBrains Group. As a result, your personal data may be safely shared with other JetBrains Group companies located in countries outside the EEA.

Find more about our Third Parties via [this link](#).

### **Security**

We review our hiring processes to ensure compliance with personal data regulations before implementing them. This is done to minimize data usage and ensure that you, as the data subject, are informed about the processing. When the reason for data storage expires, we remove your personal data from our servers or anonymize it for further use.

While choosing third-party partners, we ascertain their compliance with legal regulations and security standards to ensure your data is stored in a secure location with appropriate security measures in place.

## Your Rights

Just as we have our rights and obligations to process your personal information, you also have certain rights regarding the processing of your personal data. These rights include:

- a. **Right of access:** In accordance with Art. 15 of the GDPR, you reserve the right to obtain confirmation from us as to whether or not your personal data has been processed by us, and, where that is the case, to request access to your personal data. The information about personal data processing includes the purposes of the processing, the categories of personal data concerned, and the recipients or categories of recipients to whom your personal data has been or may be disclosed. However, this is not an absolute right and the interests of other individuals may restrict your right of access. Also, you may have the right to obtain a copy of your personal data undergoing processing. We may charge a reasonable fee based on administrative costs for any additional copies requested.
- b. **Right to rectification:** In accordance with Art. 16 of the GDPR, you may have the right to obtain from us the rectification of inaccurate personal data. Depending on the purposes of the processing, you may have the right to have any incomplete personal data completed, including by means of providing a supplementary statement.
- c. **Right to erasure (right to be forgotten):** In accordance with Art. 17 of the GDPR, you have the right to request that we delete your personal data. Please keep in mind that we may still keep your personal data if it is necessary for:
  - i. the fulfillment of our legal obligations;
  - ii. the determination, exercise, or defense of our legal claims.
- d. **Right to restriction of processing:** In accordance with Art. 18 of the GDPR, you have the right to request that we restrict the processing of your personal data. In this case, the respective personal data will be marked accordingly and may only be processed by us for certain purposes.
- e. **Right to personal data portability:** In accordance with Art. 20 of the GDPR, you have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used, and machine-readable format and/or to request the transfer of this personal data to another entity.
- f. **Right to object:** If you have given your consent to the processing of your data in accordance with Art. 7(3) of the GDPR, you may revoke your consent at any time in the future. The declaration of revocation must be addressed to the employer and must be presented in writing or delivered by email or fax.
- g. **Right to file a complaint to a supervisory authority:** You may lodge a complaint related to the processing of your personal data with a local data protection supervisory authority. The contact details of data protection supervisory authorities for individual countries are available [here](#).

## Changes to This Notice

This privacy notice is current as of the effective date set forth above. We may change this privacy notice from time to time, so please be sure to check back periodically. We will post any changes to this privacy notice on JetBrains' website. If we make any changes to this privacy notice that materially affect our practices regarding the personal data we have previously collected from you, we will endeavor to provide you with advance notice of such a change by highlighting the change on JetBrains' website.

## Contact Us

If you have any questions about exercising your rights regarding your personal data, please email us at [privacy@jetbrains.com](mailto:privacy@jetbrains.com). We will resolve your request without undue delay but within a maximum of one month. In exceptional cases, especially for complex requests, we are entitled to extend this period by another two months. We will inform you of any such extension and its justification.