

Note: This is a reference copy of the Zapier Applicant Supplemental Notice from December 20, 2024. This Policy is now outdated and have been replaced with the Zapier Applicant Supplemental Notice available at: <https://zapier.com/privacy/applicant-supplemental-notice>

Applicant Supplemental Notice

Posted date: December 20, 2024

Effective date: January 20, 2025

[Prior version](#)

In addition to the Statement, this Applicant Supplemental Notice (“**Applicant Notice**”) provides supplementary terms to applicants for an employment or contractor opportunity with Zapier. If you are hired, your applicant information will become a part of your employment or contractor record and subject to privacy policies applicable to employees or contractors. Background check information is collected following an accepted offer as a condition of service and is subject to our specific privacy policies. We do not sell applicant information to third parties.

Personal Information We Collect

We may collect a variety of applicant information about you or your devices from various sources, as described below.

Information You Provide to Us. This includes information provided in an application, in your resume, or otherwise in connection with an application for employment like your contact information (name, address, telephone number, and email address), educational and employment background, qualifications, certifications, professional associations, training, transcripts, references, compensation requests, driver’s license number, work visa or immigration status, date of birth, gender or gender expression, nationality, race if you choose to provide it, veteran status if you choose to provide it, compensation requests, or competency or other assessments that we request. We may also collect feedback from you regarding the application process.

Information Collected from Other Sources. This includes information that we receive from third-party referral sources, recruiting firms, service providers, recruiting platforms, research firms, or information from social networking platforms like LinkedIn (which includes information provided to LinkedIn in connection with your job search and candidacy and information on your profile). This information includes any information that you provide to the third-party like your resume, contact information (name, address, telephone number, and email address), educational and employment background, references, qualifications, certifications, professional associations, training, transcripts, work visa or immigration status, nationality, race if you choose to provide it, veteran status if you choose to provide it, compensation requests, or competency or other assessments. The third-party may automatically collect information about you when you interact with their websites, services, or products. For example, social media pages like LinkedIn automatically collect information about how

you interact with our social media pages. Third parties may provide the information they automatically collect about you to us.

Information Collected Automatically. When you interact with our Sites, including our careers page, or the third-party recruiting tools we use, we, or our service providers, automatically collect information about your use of such Sites or tools via Cookies and other similar tracking technologies. We may collect information about your computer, phone, tablet, or other devices you use to access our website. For more information, please review our Cookie Preferences information or the cookie policy of the third-party service provider.

Sensitive Personal Information. Certain personal information may be considered sensitive personal information under applicable privacy law, including government-issued identification number, race or ethnic origin, political opinions or religious beliefs, trade union membership, physical or mental health or condition, genetic or biometric information, or sexual orientation, trade union membership, information about an individual's criminal offenses or convictions, as well as any other information deemed sensitive under applicable data protection law.

We do not require that you provide sensitive information during the recruitment process unless permitted or required by local law (for example, for equal opportunity monitoring or internal policies related to diversity and anti-discrimination). Where required by applicable law, we will obtain your consent before collecting sensitive information. We may be required by U.S. law to request specific data on some of these topics (e.g., disability or veteran status) for jobs located in the U.S.

How We Use Personal Information We Collect

We use the applicant information we collect to evaluate your candidacy for positions with Zapier and for recruitment and human resources management purposes like:

- processing and evaluating applications,
- scheduling interviews and managing the recruitment process,
- assessing your qualifications, skills, or interests against available positions
- assessing your eligibility to work,
- verifying information in your application,
- making hiring decisions,
- responding to your questions or inquiries,
- analyzing, managing, and improving our recruiting and hiring processes,

carrying out obligations or administering benefit plans or compensation plans,

informing you of future employment opportunities that may align with your qualifications,

carrying out administrative purposes, aggregate management reporting, internal training, or as generally required to conduct our business,

responding to government requests or court orders, or

providing, supporting, or otherwise managing our career website or career portal.

We may also use your information to carry out our obligations, enforce our rights, to comply with any legal obligation (including our obligation to respond to government requests or court orders), to protect the rights, privacy, or safety of third parties, or the integrity or security of our business, websites, or recruitment tools.

How We Share Applicant Information

We may share applicant information as stated in the Statement.

Your Data Privacy Rights

You may have certain rights with regard to your applicant information, as detailed in the “Your Data Privacy Rights” section of the Statement.