



## VMware New Hire Privacy Agreement

This document explains your responsibilities when handling personal information about others while performing VMware duties. It is an important document, so please read through it carefully and then acknowledge and agree to it by signing below. In the event that your employment agreement imposes additional and more stringent requirements, that agreement will apply.

- 1.1. I understand I must read, comply with, and attend all mandatory training relating to VMware's data protection and information security policies, including the Business Conduct Guidelines, each as updated from time to time. I must only collect and use personal information relating to VMware employees, customers, suppliers and other third parties where necessary for the performance of my role and must protect the confidentiality of that personal information at all times.
- 1.2. I understand that my failure to comply with these requirements may result in my loss of access, and if I am an employee, disciplinary action up to and including termination.

I have read, understand and agree to the requirements and responsibilities above.

**Signature:**

**Name:**

**Date:**