

# Profile Advantage Consent

## EMPLOYMENT BACKGROUND CHECKS

Your privacy is important to Equinix. This statement (the "Privacy Statement") aims at informing you of how Equinix entities will use the information you submit when applying for a job at Equinix and during your employment with Equinix. Equinix, Inc., headquartered at One Lagoon Drive, Redwood City, CA 94065 or its affiliated Equinix entity (the "Employer"), directly or through an affiliated Equinix entity, has asked a third-party service provider, First Advantage Background Services Corp., headquartered at 1 Concourse Parkway, NE, Suite 200, Atlanta, GA 30328 and its affiliated background screening entities ("First Advantage"), to process certain personal information relating to you in connection with your job application or your ongoing employment with the Employer.

This Privacy Statement is intended to describe the personal information First Advantage will process on behalf of the Employer, and to obtain your consent to these activities.

### ***WHAT TYPES OF INFORMATION DOES THIS CONSENT COVER?***

First Advantage will process (only where required for the specific background checks to be carried out in the country in which you are employed) the following categories of information relating to your job application or ongoing employment with the Employer (or any affiliated Equinix entities):

- ✓ Name, address, email address, telephone number, or other contact information;
- ✓ Information contained in your CV or cover letter, such as previous work experience, education, or other information you provide for our consideration;
- ✓ Entitlement to work information;
- ✓ Education and qualifications;
- ✓ Past employment and positions held in other Organizations, including fiduciary or Board of Directors responsibilities for a company;
- ✓ Professional qualifications, registrations, and sanctions with professional bodies;
- ✓ Financial information relating to debt, payment history, bankruptcy and collection matters, financial judgments, litigation;
- ✓ Criminal proceedings, convictions and involvement in litigation, including civil suits where the subject was either a plaintiff or defendant;
- ✓ Media information; and
- ✓ Driver's license credentials and status, including driver history, conviction history expiration date, driving restrictions and identity information.

together the "Employment Data". You will not be asked to disclose any of the above information unless it is required for the specific background checks to be carried out in your country.

If you intend to provide the Employer with details of a reference (or any other third party) as part of your application for employment, it is your responsibility to obtain consent from references before providing their personal information to us.

For the avoidance of doubt, Equinix does not wish to receive any confidential or proprietary information which you have received from your previous employers.

### ***INFORMATION ABOUT CRIMINAL CONVICTIONS (WHERE APPLICABLE)***

First Advantage, on behalf of the Employer, envisages that it will process information about criminal proceedings and/or convictions, but only where applicable and authorised to do so pursuant to the local country's applicable legislation.

If you are not already employed by Equinix, First Advantage will collect information about your criminal proceedings and/or convictions history only if and when you are to be offered the job you applied for (conditional on checks and any other conditions, such as references, being satisfactory). First Advantage shall carry out a criminal record check to satisfy itself and the Employer that there is nothing in your criminal convictions history which makes you unsuitable for the role.

### ***WHO MAY ACCESS YOUR DATA?***

Select employees of Equinix entities - such as your manager or hiring manager(s), certain employees of the Human Resources and Legal Departments, and IT Department (for maintenance purposes only) - and select employees of our external service providers who support the Employer with the administration of recruitment applications, have access to your Employment Data.

Whilst you are employed by Equinix, your Employment Data may in limited circumstances be shared with Equinix's customers (where you provide support in your employment to such customers) to ensure that Equinix can comply with its contractual obligations (including customer audit requirements) and/or to ensure that Equinix's legitimate interest in maintaining adequate levels of data security and in particular, to ensure that sufficient technical and organisational measures are in place in this regard.

Your Employment Data is stored in a secure and safe manner and used and processed fairly, in compliance with all applicable data protection and privacy principles.

Equinix is a global organization, with businesses, legal entities, IT systems, management structures and processes that cross borders. Employment Data may be shared with other Equinix entities in other jurisdictions, for employment consideration purposes. The transfer of such data cross borders is necessary because Equinix's systems are set up globally to optimise customer service management efficiency and performance.

Equinix will not supply any data related to you to any third party other than those identified above without your express authorization. All of the third parties that Equinix may supply your data to are required to take appropriate security measures to protect your personal data in line with Equinix's policies. Equinix does not allow any third-parties to use your personal data for their own purposes. Equinix only permits them to process your personal data for specified purposes and in accordance with our instructions.

### ***DATA SECURITY***

Equinix has put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, Equinix limits access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

Equinix has put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where Equinix is legally required to do so.

### ***APPLICABLE LAWS.***

Equinix recognizes that certain laws may require stricter standards than those described in this Privacy Statement. Equinix entities will handle Employment Data in accordance with local laws applicable at the place of employment. Where applicable local law provides less protection than that established by this Privacy Statement, Equinix will handle your Employment Data in accordance with this Privacy Statement.

### ***IF YOU FAIL TO PROVIDE YOUR DATA***

Providing your Employment Data is voluntary. However, if you are applying for a position at Equinix and choose not to provide all of the data that is requested for your application, this may impact Equinix's ability to consider you as a candidate.

### ***FOR WHAT PURPOSES, WILL JOB APPLICATION DATA BE USED?***

If you are applying for a job at Equinix, the Employment Data you provide will be used to assess your application for employment at Equinix, to verify your information and conduct reference checks, and to communicate with you and inform you of further career opportunities. It is our legitimate interest to use the Employment Data to assess your application for employment at Equinix as set out here.

If you are already employed by Equinix, the Employment Data you provide will be used to assess Equinix's conformity with its obligations towards its customers. It is Equinix's legitimate interest to use the Employment Data for this purpose.

### ***HOW LONG WILL WE KEEP YOUR DATA?***

If you are not employed by Equinix, your Employment Data will be stored in our applicant's data base for 12 months as from your most recent submission of the Employment Data. You can access your Employment Data, correct it or delete it at any time as explained below.

If you are employed by Equinix, the information collected will become part of your employment record and will be used in accordance with this Privacy Statement.

### ***YOUR RIGHTS.***

You will provide your Employment Data using an application provided by First Advantage. First Advantage will provide you with a unique link to enter your Employment Data. Using this unique

link, you can, at any time prior to submission, access your Employment Data, review it, correct it or delete it. If you need to review or correct Employment Data after submission, please contact [PrivacyOffice@eu.equinix.com](mailto:PrivacyOffice@eu.equinix.com), quoting your full name, Application ID and e-mail address. You can also get further information regarding the processing of your Employment Data and on Equinix's general Privacy Policy by sending an e-mail to [PrivacyOffice@eu.equinix.com](mailto:PrivacyOffice@eu.equinix.com).

### ***YOUR CONSENT.***

By submitting your Employment Data, you are granting your consent to the processing of that information (including to the transfer of your Employment Data worldwide) in accordance with this Privacy Statement.

### **Consent And Authorization**

I have read and accept the terms of this online profile. **I Agree**

First Name (given name) :

Andree Mae

Last Name (family name) :

Reyes



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**Signature**

Date : Thu Feb 23 14:38:17 GMT 2023