

## 1. Introduction

**[Sterling Infossystems, Inc]** of 249 West 17<sup>th</sup> Street, New York, NY 10011 (the “Company”) has been appointed by **Xilinx, Inc.** to carry out screening in connection with your prospective or continued employment. The purpose of this screening is to verify the information which has been provided by you during the course of the recruitment process and/or during your employment (as applicable), including the information provided in the Data Collection Form. It shall also be used to assess your general suitability for employment.

This International Privacy Notice & Consent sets out information in relation to how your personal information will be collected and processed in connection with the screening and confirms your consent to the conduct of this screening. The Company will be the Data Controller.

## 2. Scope of Checks

The Company will carry out legitimate checks from all third party sources including (without limitation) your former and current employers, educational establishments, local and central government departments and agencies, court records and any publicly available data. These checks include:

- Reference Checks – The Company will seek references from some or all of your current and former employers to verify your employment history as provided in the Data Collection Form.
- Qualifications & Skills – The Company will contact the educational establishments you have attended to verify your qualifications, along with any relevant professional bodies.
- Criminal Record Checks – The Company will conduct a criminal record check to the extent permitted by and in compliance with local laws where the record is held. The check will be obtained from local law enforcement agencies and/or any government or judicial department which deals with criminal records. You may be asked to complete a separate application form (and to provide identity documents) for this purpose or to submit the application directly and to provide us with the results.

The screening checks will be conducted by the Company, other companies in the **[Sterling Infossystems]** group of companies and/or agents acting on its or their behalf. In all cases where an agent is appointed to carry out a screening check, the Company and its associated companies will ensure that adequate steps are taken to ensure the security and confidentiality of your personal data. For further information and a list of data processors, please contact **Supriya Rao**.

To the extent you have been employed or domiciled in more than one country, the Company may carry out screening checks in each applicable country in compliance with local law.

### 3. Use of Information

The information collected through the screening process will be used to verify the details which have been provided by you during the course of the recruitment process and/or during your employment (as applicable), and also to assess your general suitability for employment. The information will be shared with your prospective/current employer for this purpose, and it may also be passed to external advisors or other third parties including the Company's payroll, legal advisers, accountants, benefits providers and/or any other party where there is a legitimate purpose. In all cases where information is shared with a third party, the Company will ensure that adequate steps are taken to ensure the security and confidentiality of your personal data.

Data collected during the screening will be processed in whole or in part by automated means. Data procession includes the collection, systemisation, accumulation, storage, rectification, updating, alteration, use, dissemination, transfer, retrieval, depersonalisation, blockage and erasure of data.

The information will be retained by the Company for an appropriate period in line with local law relating to the retention of such personal data, following which it shall be securely destroyed.

### 4. Your Rights

- **Consent** – In order to conduct the screening checks set out in the International Privacy Notice & Consent, the Company requires your consent. You have the right to decline to provide your consent and/or (if provided) to withdraw your consent at any time by notifying **Supriya Rao** in writing by **<insert date>**. If you have not revoked your consent in writing by this date then the Company will proceed to conduct background screening and other services as enumerated here. In deciding whether to provide your consent, you should note that in the absence of a satisfactory screening check your current or prospective employer may determine (in compliance with applicable local laws) that it is unable to progress your application any further or permit you to continue in your current role (as applicable). Your consent shall be valid for as long as it is necessary to carry out the inquiries referred to within this form.
- **Accuracy, Correction and Cancellation** – The Company will use all reasonable endeavours to ensure the information which is collated as part of the screening process is accurate, complete and up to date. You have the right to request that any inaccurate data held by or on behalf of the Company is corrected by contacting Sterling in writing together with proof of your identity, and advise **Supriya Rao** that you have done so.
- **Access – Erasure and Objection** – In accordance with local laws, you may have the right to access your personal information held by the Company in connection with the screening process as well as exercise your rights of erasure and objection concerning this information for this purpose please contact **Supriya Rao** and Sterling in writing together with proof of your identity.

## 5. Transfer of Personal Data

In the conduct of the screening checks, it may be necessary for your personal information to be transferred to other companies in the **[Sterling Infosystems]** group of companies or third parties who are located in other countries. These countries may be based within or outside of the country in which you reside and/or the country in which the information is collected and/or the European Economic Area (EEA) and may not have the equivalent data protection standards to those where the information is originally located. The Company will take appropriate steps to protect your personal information in these circumstances. The results of the screening will be shared with your employer/prospective employer on a confidential basis.

## 6. Equal Opportunities

The Company promotes equality of opportunity. In the conduct of its screening checks, the Company is committed to ensuring that job applicants and employees are not subject to any form of unlawful discrimination, victimisation or harassment on the basis of race, gender, ethnic origin, disability, age or other legally protected ground.

## 7. Consent

In order to proceed with the screening, the Company requires your express consent as explained in section 4 above. Please sign below to confirm your consent to the Company conducting the screening as set out in this Privacy Notice & Consent and to the extent permitted by local laws including:

- the conduct of the general screening including collection of personal information and sensitive information
- the conduct of the criminal records check; and
- the transfer of your data to entities based outside of the country in which you reside and/or the country in which the information is collected and/or the European Economic Area for legitimate purposes in connection with the screening as described above.

I have read and understood this form and I freely consent to the processing of my personal data, including sensitive information, as described in this International Privacy Notice & Consent for the purposes of the Company conducting screening. I confirm that the information provided in the Data Collection Form is true and accurate and that I have disclosed all information which could affect my employment.

**NAME (IN ENGLISH)**

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**NAME (IN LOCAL LANGUAGE, IF APPLICABLE)**

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**ADDRESS**

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**PASSPORT NUMBER/IDENTITY NUMBER**

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**SIGNED**

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**DATE**

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