



Request for Personal Files

Pursuant to PayPal's Acceptable Use Policy [*Section 5.6 Return of PayPal Property*], you are responsible for all PayPal Resources issued to you. You must return all PayPal property and documents immediately upon request by the Company or upon termination of employment. PayPal Resources include all PayPal-owned devices issued to you, including but not limited to laptops and corporate phones, your work notes, corporate credit cards, and confidential information of any kind, such as plans, presentations, pitches, forecasts, product, sales or marketing strategy, financial information, or legal, compliance, or audit information. **You have no right of retrieval of personal files stored on PayPal systems and corporate devices in the event of a separation, unless otherwise provided by law.**

That being said, the PayPal Inc. technology team will make a reasonable attempt to provide the following categories or types of personal documents only to you if you follow the procedure below to request such documents:

- Your resume
- Your personal financial (bank/mortgage/tax/paystubs/Etrade/401K)
- Your visa/immigration documents
- Documents reflecting your education or training (school/training/ebooks/certificates)
- Your personal Photos ≤ 100MBs, provided the photos do not contain and proprietary or confidential information belonging to PayPal

How the Process Works:

- In the next few days, you will receive an email to your personal email account from <noreply-exit@paypal.com> providing you with instructions to request retrieval of your personal files from your PayPal owned devices. Please look for this email in both your inbox and junk email folders. You will have 30 days from receipt of this email to submit your request.
- The email will provide you a link to a SharePoint portal where you will be presented with a list of files from your local drive.
 - Note: You will be prompted to log in with a personal Microsoft account (your account tied to your PayPal email address will no longer be active). If you do not have a Microsoft account, you will be prompted to create one.
- Once logged in, you will be able to select the relevant personal files you wish to retrieve from this list and submit the list for review. Your request should typically be limited to the above categories of permitted personal documents only. *Note: You will only have one opportunity to submit this request.
- Your selected files will be sent for review to ensure no requested file contains, compiles or summarizes any proprietary, confidential or restricted material of PayPal, as defined in the *PayPal Inc. Information Classification and Handling Standard*. Any detected items in these categories will be removed from your request.
- Once review of your requested files is complete, you will receive a second email to your personal email address providing you instructions to download the files approved for personal retrieval. Your files will be available for download for 14 days after receipt of the email.

Should you have questions or need support with this process, please contact hr_india_support@paypal.com