HR PRIVACY NOTICE

Updated: May 20th, 2021

Preply, Inc. and its affiliates ("**Preply**" or "we") respect your privacy. We have prepared this HR Privacy Notice ("**Notice**") in compliance with the EU Regulation (EU) 2016/679 ("**GDPR**") commitments. This HR Privacy Notice ("**Notice**") explains what Preply does with Personal Data of those individuals, whose Data are collected and processed based on their applications to Preply, either for employment or other contractual relations with Preply.

From the data protection perspective, Preply is a data controller. This means we are responsible for deciding how we hold and use personal information about you:

Each of **Preply** entities is a data controller for personal data of its applicants, employees, and contractors. Contact information:

Preply Europe Services SL

Address: calle Muntaner No. 239, Ático, Barcelona 08021

Preply, Inc.

Address: 1309 Beacon Street, Suite 300, Brookline, MA 02446

The EU Representative of Preply Inc. is Preply Europe Services SL.

For privacy inquiries, our contact email address is legal@preply.com.

Our Data Protection Officer is Vladislav Nekrutenko. You can contact him at dpo@preply.com.

This Notice equally applies towards the Personal Data of the following Data subjects:

- Data subjects, who submit (submitted) their Personal Data for the vacant positions directly to Preply or through different services ("Applicants"):
- and Data subjects who have employment ("Employees") or other contractual relations with Preply ("Contractors"), including those with whom Preply terminated its cooperation.

1. What is Personal Data and what is the processing of Personal Data?

Personal Data ("**Data**") is any information relating to you and that alone or in combination with other pieces of information gives the opportunity to a person that collects and processes such information to identify you as an individual.

There are also specific categories of Data called sensitive. Whereas Preply does not require the respective Data from the Applicants, it remains solely your responsibility if you add to your application the following Personal Data:

- racial or ethnic origin,
- political opinions,
- religious or philosophical beliefs,
- trade union membership,
- health,
- sex life or sexual orientation; and
- genetic and biometric Data.

At the same time, **processing** of the information means any action with your Personal Data, for example, collection, recording, organizing, structuring, storage, use, disclosure by any means, and so on.

2. What is the legal basis of Preply for processing?

Preply will process your Personal Data only when we have lawful bases. Specifically, Preply processes your Personal Data in the following cases.

(1) Applicants

Preply collects and processes Personal Data of the Applicants pursuant to:

- Preply's legitimate interests (Art. 6.1 (f) of the GDPR) such as recruitment process management, assessment and confirmation of Applicants' suitability for the vacant positions, and decision-making to whom offer a position. Legitimate interests shall also cover the transmission of Personal Data for internal HR purposes within Preply's affiliates, employees, and contractors. Please, note that the achievement of the aforementioned legitimate purposes is in the best interests of your application;
- legal obligations (Art. 6.1 (c) of the GDPR) that Preply shall perform, including those necessary to carry out background checks as to the Applicants' eligibility to be employed or to work under a contract.

We will use information obtained from the Applicants solely to make a decision about your recruitment or appointment and to determine the terms on which you work for or with us. Additionally, we may keep this data to contact you for further job opportunities or open positions.

Please note that we do not share, sell, or lease Personal Data about Applicants with any third parties for their marketing use. Preply will not use or share Personal Data of Applicants except as described in this HR Privacy Notice.

(2) If your application was not satisfied

 If your application is not satisfied, Preply will keep your Personal Data on file in case there are future job opportunities for which you may be suited. Concerning this specific situation, Preply will ask the Applicants for consent (Art. 6.1 (a) of the GDPR) before it

- keeps Personal Data for such purposes and the Applicants are free to withdraw such consent at any time by contacting us at talent@preply.com;
- without limitation to the foregoing, Preply may additionally invoke its legitimate interests (Art. 6.1 (f) of the GDPR) to process Personal Data under such circumstances, but only to the extent the respective collection and processing of your Personal Data does not violate your interests or fundamental rights and freedoms;

(3) Employees and Contractors

Preply collects and processes Personal Data of the Employees and Contractors pursuant to:

- contractual relations between Preply and you (Art. 6.1 (b) of the GDPR). Such
 processing is necessary to enter into a contract with you and to perform the contractual
 obligations. This equally applies to employer/employee relations and contractor relations
 under services or similar civil contracts; The processing of your Personal Data for
 contractual purposes is mandatory as the refusal to provide the Personal Data would
 make it impossible to sign and perform the contract between you and us.
- specific legal obligations that are necessary for us to comply with (Art. 6.1 (c) of the GDPR), such as payment of taxes and compliance with financial regulations;
- Preply's legitimate interests (Art. 6.1 (f) of the GDPR), such as Employee performance management (monitoring of the efficiency and productivity of Employees and Contractors), carrying out organizational and management activity within Preply, including the onboarding and setting a corporate account for Employees, and maintenance of internal security of the systems by logging access of employees and contractors to our corporate IT systems.

(4) Former Employees and Contractors

After resignation or another similar form of our relations termination:

- Preply will retain access to the Employees Personal Data when there is a legal obligation (Art. 6.1 (c) of the GDPR) we need to comply with such as employment law obligations and tax compliance.
- Also, if you consent to further processing (Art. 6.1 (a) of the GDPR), we will retain your Data to provide you with our future job opportunities. We will enable you to opt-out from your Personal Data processing for this purpose at any time by contacting us at talent@preply.com;

3. Data we collect: scope

Preply collects a range of information about you. From the Applicants we collect the following recruiting information:

- Your full name, address, and contact details, including email address and telephone number;
- Date of birth;
- Photo;
- Details of your qualifications, skills, experience, and employment history;

- Interview records, biography, motivation, professional interests, professional interests, job position applied;
- Salary expectations, level of English knowledge, references, test tasks;
- Other Personal Data voluntarily included by you in a CV, cover letter or provided to us during the recruitment process.

Preply will collect your Personal Data through the CVs, resumes, and cover letters submitted by you as well as through interviews or other forms of assessment. Your Personal Data will be compiled into a "virtual resume/CV" and stored on the online service defined below.

From the Employees we collect the following:

- to enter into an employment/services provision contract with you, we will process the
 following data: your full name, type of services/work performed, email address, phone
 number, passport copy, your citizenship, amount of payment, tax form information,
 national identifier number, individual entrepreneur number. Preply will extract this
 Personal Data from your passport or other documents obtained from you;
- from Employees of Preply Europe Services SL, we also collect Social Security Number (SSN), NIE (Spanish national identifier), parent names, family status (married/not), residence permit.
- to help certain Employees to apply for the work permit in Spain, we collect Passport details, name, dob, citizenship, diploma (apostille), certificate of marriage, children/spouse passport details, job contract - salary, job position, criminal records, letter of intent;
- to pay you for your services, maintain our accounting responsibilities, and conduct our internal financial analysis, we will process your payment details, bank details, and cost of the job done as well as the other contractual information;
- to onboard you and set up your corporate account, we will process your laptop passwords, work email address, email login data and content of working email, login data to internal communication and task management tools, work performance information, and statistics;
- to collect logs of your usage of Preply's systems we will process your device type, device model, device ID, OS type, date and time of first and last visit and type of your OS security patch;
- to manage your working process we will process the dates and duration of your absence, your leave and/or vacation dates, and data about your business trips (e.g. their costs, duration, dates, bookings, and invoices information).
- to evaluate your performance we will process your full name, email address, position, your tasks and duties, KPIs and plans, your tasks done, tasks not done, reactions (likes, high-fives), comments, your location and timezone, and your performance rate;
- other information requested by us to comply with a legal obligation.

As a rule, Preply does not either collect or process any sensitive Data, unless you expressly submitted them via your CV/resume or similar document. However, concerning Employees, it may be required under the law to collect and process Data on criminal convictions and offenses as well as concerning their health. Please, note that when Preply faces any need to collect and process such Data, we will additionally and separately inform you of that.

4. How do we share information?

Your information will be shared internally for recruitment purposes. This includes members of the HR and recruitment team of Preply, interviewers involved in the recruitment process, managers in the business area with a vacancy, and IT staff if access to the Data is necessary for the performance of their roles.

We also use the following categories of third-party providers and HR management services to collect, manage, analyze or otherwise process your Data:

- Lever Inc.: use of this service applies specifically to the processing of HR-related Data acquired through submitting applications for the positions in Preply. Lever Inc. stores Data in the United States.
- Greenhouse Software Inc.: use of this service applies specifically to the processing of HR-related Data acquired through submitting applications for the positions in Preply. Greenhouse Software Inc. stores Data in the United States.
- We use the service of Lever Inc., Greenhouse Software Inc., and other similar services to manage your application Data and optimize communication with you.
- Cloud storage providers;
- Task, document, and communication software providers;
- Recruiting and work management software providers;

Your Data may be transferred outside the European Economic Area (EEA), e.g. to the United States and Ukraine, to facilitate our recruitment process and only within the affiliates, employees and contractors of Preply. Data is transferred outside the EEA on the basis of respective legally binding safeguards incorporated into documents with such persons. This is achieved by using only certified services and products, signing agreements on protection of Personal Data with contractors and partners (including the Standard Data Protection Contractual Clauses Adopted by the European Commission and compliant with the EU Data protection laws), as well as taking technical measures to ensure the information is protected when stored, used and while being processed and transferred.

5. How long do we store Personal Data?

(1) Applicants

Your Personal Data will be processed and stored during the whole recruitment process (as well as employment or contractual relations in case your application is satisfied), and for 12 months thereafter, and at the end of that period it will be deleted or anonymized.

(2) If your application is not satisfied

If your employment application is unsuccessful, Preply will enable you to expressly opt-out regarding further processing in the respective email you receive from us.

If you do not opt-out, we will hold your Data on file for a further 12 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your Data is deleted or anonymized.

(3) Employees and Contractors

If your application for a job vacancy is successful, Personal Data gathered during the recruitment process will be transferred to your personnel file and retained during your employment or any other contractual relations with Preply.

Such Data is stored in the course of the existence of contractual relations between the parties and for compliance with our obligations. The Data will be stored as long as the contract with Preply is in existence unless it is covered by the contractual severability and survival clauses, and employment law purposes, and tax compliance - in such case, it will be additionally processed after the termination or expiration of the respective contracts.

Logs of your usage of Preply's IT systems are stored for 180 days from the date of the last usage of Preply's systems.

(4) Former Employees and Contractors

After the termination of our cooperation, we will generally store your Data for six months except for the longer retention period provided by applicable legal requirements for some categories of Data (we will use this data solely for employment law and tax compliance purposes).

Also, if you consent to further processing, we will retain your Data to provide you with our future job opportunities. Preply will enable you to expressly opt-out regarding such processing. If you do not opt-out, we will hold your Data on file for a further 6 months. At the end of that period or once you withdraw your consent, your Data will be deleted or anonymized.

6. Your rights regarding your Personal Data Preply collects and processes:

With regard to the Data we collect and process about you, you have a right:

- to access to your Personal Data processed by Preply and right to Data portability; in other words, ask for the list of Personal Data currently processed and respective purposes;
- to request from Preply to rectify your Personal Data requiring corrections;
- to request from Preply to erase Personal Data as long as their processing is no longer necessary for why it was actually collected. The same should happen if we do not have legal grounds for the processing anymore. In most cases Preply will erase it unless otherwise required by legislation;
- to restrict the processing of your Personal Data by Preply. For example, you could
 contest the accuracy of your Personal Data or in case Preply is not interested in the
 processing of your Personal Data any longer, but you want Preply to do this for different
 reasons, for example, to bring some claim for somebody and, instead of the erasure of
 information, its processing will be just restricted.
- to object the processing of your Personal Data by Preply when the processing is related
 to the performance of our task carried in the public interest or the exercise of official
 authority vested in us. The other case is if we process your Data for the purposes of the
 legitimate interests pursued by us or by a third party and you believe that such interests
 are overridden by your interests or fundamental rights and freedoms. If you make a

request with an objection to processing, we will no longer process the Personal Data unless we are able to demonstrate compelling legitimate grounds for the processing.

Any requests to exercise your rights can be directed to Preply through the contact details provided below. These requests are free of charge.

7. Other privacy commitments

(1) Cross-border transfers

Please, note that we are a United States-based company. We collect and process your Personal Data both within the United States and outside the United States. Although countries, where we process Data may have different laws, we take measures to ensure high privacy compliance. To achieve uniform protection, we are conducting international transfers assessment to choose appropriate safeguards. In particular, we sign the Standard Contractual Clauses as adopted by the European Commission annexed to the DPA with our contractors when we are required to do so by law as well as taking technical measures to ensure the information is protected when stored, used and while being processed and transferred. We also sign a Data Processing Agreement (DPA) with each third-party processing Personal Data on our behalf.

(2) Time for reply and reaction

Preply will provide information on action taken on your request related to your rights specified above within one month of receipt of the request for the longest. That period may be extended by two further months if Preply is overwhelmed by the number of requests or the request at issue is complicated and requires a lot of action. Preply will inform you of any such extension within one month of receipt of the request, together with the reasons for such delay.

If you have doubts as to our reply or reaction, or absence of such, you have the right to lodge a complaint with a supervisory authority that is empowered to process such complaints in your country.

(3) Security

Preply uses technical and organizational measures to ensure the information is processed in a manner that ensures appropriate security of information, including protection against unauthorized or unlawful processing and accidental loss, destruction, or damage. For example, Preply uses verified contractors that might have access to the Data with which the relevant data processing agreements are signed.

(4) Breach notifications

If any Personal Data of yours would be under the breach, we would inform you and the respective Data protection agencies as to the accidents without undue delay, if there are high risks of violation of your rights as a data subject. We would also do our best to minimize any such risks.

(5) California Privacy Rights

In case you are a resident of California, the California Civil Code Section 1198.5 permits you to inspect and receive a copy of your personnel record. To make such a request, please send an email to legal@preply.com.

We hope this Notice helped you to understand how your Personal Data will be dealt with here at Preply. Do not be afraid – we will take care of it, so you would not be concerned about your privacy. Should you have anything to tell us, e-mail us at talent@preply.com. We will be happy to receive any information or comment from you to make Preply a better place for work.

Your Preply Team