

CVENT JOB CANDIDATE PRIVACY NOTICE

May 2018

This Candidate Privacy Notice tells you how we process your personal data when you apply for a job via www.cvent.com. Cvent Inc. (US), administers the job candidates database, and Cvent Europe Ltd. (UK) ("**Cvent UK**"), Cvent Germany GmbH ("**Cvent Germany**") will also use your data in cases when we have job openings in the EEA ("**Cvent**", "**we**" or "**us**"). Cvent, Inc. (US) will also be involved in the decision making process regarding your recruitment.

This Privacy Notice also describes your data protection rights, including the right to object to some of the processing which Cvent carries out and where we rely on consent, the right to withdraw your consent. More information about your rights, and how to exercise them, is set out in the section titled, "Your Choices and Rights".

What Personal Data We Collect

To the extent permitted by applicable law, we process the following types of personal data in connection with the recruitment process in which you are taking part:

- **Contact information:** your name, address, phone, email, and other similar information.
- **Information concerning your career:** information about your performance and career developments, your employment history.
- **Identification information:** such as your, expatriate status, government identification numbers (e.g., National Insurance number), immigration status, nationality, and, where permitted, information concerning your race and ethnicity.
- **Any other information you submit to us (including during the course of any correspondence you may have with us):** answers to our questions in the application form, photographs (with your consent), details of interests and aspirations, opinions and any other information you provide.
- **Background check information:** your education, your employment history, your professional qualifications, membership in professional organisations, credit check information (such as bank accounts data, housing status, amount of monthly income, age and marital status, and provided that you apply for a position of a director or higher or any position in corporate finance and services industry), data related to criminal convictions and offences (if any), motor vehicle driving records, reference checks, civil suit records, and/or investigations into incidents involving theft, fraud, harassment and workplace violence (if any).¹

On occasion, we may receive personal data from third party sources, such as if we receive details of a certification or training you obtained, or when we obtain feedback or references concerning your performance.

If the above information came from recruiters and not from the applicant directly, recruiters should have informed the applicant that they have applied on the applicant's behalf and informed the applicant about how Cvent will process their data.

Please do not include any sensitive data as part of your application, i.e. information relating to your racial or ethnic origin, political opinions, religious beliefs, trade union membership, health status or sexuality, or information regarding criminal convictions. If we do require this

¹ In Germany, certain portions of background check will only be performed if and to the extent required for the job description of the job you apply for.

information in connection with your application, we will inform you separately and obtain any necessary consents or acknowledgements.

Why We Collect, Use and Store this Personal Data

We collect, use and store your personal data for the reasons set out below.

- **Where necessary for Cvent's legitimate interests, as listed below, and where our interests are not overridden by your data protection rights:**
 - Managing and administering the recruitment process you take part in to apply for a job offered via one of the Cvent sites or to keep you in mind for future roles.
 - Planning our recruitment business by administering and improving ongoing recruitment processes.
 - Protecting our legitimate business interests and legal rights. This includes, but is not limited to, use in connection with legal claims, compliance, regulatory, auditing, investigative and disciplinary purposes (including disclosure of such information in connection with legal process or litigation) and other ethics and compliance reporting requirements.
 - Where necessary and in accordance with applicable law, carry out background checks to verify the details you have supplied during the recruitment process (e.g. verify ID, i.e. name and address check or to search publicly available information/media searches (e.g. checking professional associations/memberships, relation to academic credentials or your employment history, bankruptcy/insolvency checks, county court judgments, newspapers, social media networks), and carry out pre-employment checks (for example an adverse financial check) in order to check your eligibility or suitability for a particular role. The level of required checks will vary by position and will usually be conducted at as late a stage as is practicable in the recruitment process and only after you have been selected for the position. Cvent is entitled to withdraw the offer of employment if background checks are not satisfactory.
- **Where necessary to establish the employment contract:** managing and administering your onboarding process.
- **With your consent, which will be obtained at as late a stage as is practicable,** we carry out background checks to verify the details you have supplied during the recruitment process (for example in relation to academic credentials or your employment history) and/or carry out pre-employment checks (for example, an adverse financial check) in order to check your eligibility or suitability for a particular role. If your application is successful, we will provide further information about the checks involved and we, or our background checking providers, will obtain any necessary consents or acknowledgements prior to completing such checks.
- **Where necessary to comply with a legal obligation.**
 - To comply with applicable laws, such as verifying that you have the right to work in the country where your role is based or to analyse and monitor the diversity of the workforce in accordance with applicable laws. This includes for example, compliance with equal opportunity employment laws.

How We Share Your Personal Data

We share some of your personal data with other members of the Cvent group to administer and manage group functions, including to administer ongoing recruitment processes, and the performance of Cvent group companies. If you want to find out more about Cvent group companies and their location please visit <http://www.cvent.com/en/company/>.

We disclose your personal information to our private equity sponsor, Vista Equity Partners, and its affiliates, including Vista Consulting Group (collectively, “**Vista**”), for administration, research, database development and business operation purposes, in line with the terms of this Privacy Notice. Vista processes your personal information on the basis of its legitimate interests in overseeing the recruitment process and, if applicable, your employment relationship with Cvent. If you have consented to us doing so, we also share your personal information with other Vista portfolio companies for the purpose of being considered for other job opportunities in the pooling system, both inside and outside the EEA. Please find a full list of all Vista portfolio companies at: <https://www.vistaequitypartners.com/companies/>. Where this requires us to transfer your personal information outside of the EEA, please refer to Cvent’s Privacy Policy at <http://www.cvent.com/en/privacy-policy.shtml> for further details on cross-border transfers. In connection with the recruitment process, we transfer your personal data outside of the EEA to Hirebridge, LLC and Criteria Corp., which provide applicant tracking services. Hirebridge, LLC and Criteria Corp. both comply with the EU-U.S. Privacy Shield Framework and ensure that your personal information is adequately protected whilst outside of the EEA.

Your personal data will also be shared with companies providing services under contract to the Cvent group, such as training providers, help desk providers, and IT hosting and/or IT maintenance providers.

Your personal data will also be shared with companies which Cvent uses as part of the recruitment process such as for background checks and assessment tests.

This aptitude test is part of the application process, but is not solely determinative of your outcome or success. Please refer to Cvent’s Privacy Policy <http://www.cvent.com/en/privacy-policy.shtml> for further details regarding the processing of your personal data in connection with your application.

To the extent permissible by local law, in the event that a Cvent business is sold or integrated with another business, your details may be disclosed to our advisers and any prospective purchaser's adviser, and will be passed to the new owners of the business.

Your Choices and Rights

You have the right to ask Cvent for a copy of your personal data; to correct, delete or restrict processing of your personal data; and to obtain the personal data you provide in a structured, machine readable format. In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don’t have to process the data to meet a contractual or other legal requirement). Where we have asked for your consent, you may withdraw consent at any time. If you ask to withdraw your consent to Cvent processing your data, this will not affect any processing which has already taken place at that time.

These rights may be limited, for example, if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law or have compelling legitimate interests to keep. If you have unresolved concerns, you have the right to complain to a data protection authority either in the place where the individual lives, or works, or where the alleged infringement of General Data Protection regulation occurred.

We will retain your personal data only for as long as we need it for recruitment processes but the exact time may vary depending on the applicable provision of law. However, it will never be held longer than when you object to some of the processing which Cvent carries out and where you withdraw your consent.

	Unsuccessful application	Successful application	Future job openings
Cvent Inc	2 years	2 years	2 years
Cvent Europe Ltd., UK	3-9 months	Duration of employment contract + 6 years ²	2 years
Cvent Germany	5-6 months	Duration of employment contract	2 years, provided consent has been given

International Transfers

Your personal data will be processed in or accessed from jurisdictions outside the European Economic Area ("EEA") by members of the Cvent group in jurisdictions that do not have equivalent data protection laws to those in the EEA for the purposes outlined above. We will also transfer your personal data for these purposes to suppliers outside the EEA.

When we transfer your data within the Cvent group, we make use of standard contractual data protection clauses, which have been approved by the European Commission. When we transfer your data to organisations outside the Cvent group we may use these clauses. We may also transfer your data to organisations in the US who participate in the EU-US Privacy Shield, or which have binding corporate rules in place to protect your data, which have been approved by EU data protection authorities. For further information, including how to obtain a copy of the documents used to protect your information, please contact us as described in the Contact Us section below.

Updates to this Privacy Notice

This Privacy Notice may be updated periodically. We will update the date at the top of this Privacy Notice accordingly and encourage you to check for changes to this Privacy Notice, which will be available at <http://www.cvent.com/en/privacy-policy.shtml>. On some occasions, we may also actively advise you of specific data handling activities or significant changes to this Privacy Notice, as required by applicable law.

Contact Us

The data controller for your personal data will be Cvent Inc. (US), (located at 1765 Greensboro Station Place, Suite 700, Tysons Corner, VA 22102, U.S.A.), and in cases when job openings in the EEA including Cvent Europe Ltd., (located at 40 Eastbourne Terrace, London, W2 6LG United Kingdom, and 28-31 Moorbridge, Moorbridge Road, Maidenhead, Berkshire SL68LT8G, United Kingdom), Cvent Germany, and other EEA-based affiliates as may be established.

If you have questions about this Privacy Notice or wish to contact us for any reason in relation to our personal data processing, please contact us at hrhelp@cvent.com.

² Except for verification/criminal record information obtained by a vetting exercise, which would be destroyed as soon as possible or in any case within 6 months. However, we will retain a record that a search has been obtained.) Any criminal records information should be deleted as soon as it has been verified through a DBS disclosure, unless in exceptional circumstances the information is relevant to the ongoing employment relationship.