

## **OSIsoft Applicant Tracking System Notice and Request for Consent**

### **Introduction**

This Notice/Consent Form explains how your personal data will be processed if you choose to submit information through OSIsoft's applicant tracking system ("ATS") (accessible through the "Careers at OSIsoft" section of OSIsoft's web site), and how you can exercise your rights with respect to that processing. This Notice/Consent Form does not apply to any other processing of your personal data by OSIsoft or any of its affiliated companies.

OSIsoft's corporate headquarters are located at 777 Davis Street, Suite 250, San Leandro, California, in the United States.

### **Consent to Collection and Use of Personal Data**

#### **1. Purpose of Personal Data Processing**

OSIsoft uses the ATS globally to manage on-line job applications received from current and prospective employees and to provide job opportunities in the country where you are about to apply as well as in other countries and regions. The ATS is provided through Peoplefluent, a third-party service provider. If you choose to use the ATS and provide your consent, OSIsoft may use your personal data to (i) to help us collect and compile additional information about you from available sources, consistent with applicable law, (ii) to contact references which you provide us; and (iii) to evaluate your application for employment for the position for which you have applied and for future positions.

#### **2. Items to be Collected**

(1) Through Peoplefluent, OSIsoft will collect the following information that you provide in the application form as well as any other information that you may provide on an application in connection with a specific job posting (the "Personal Data"):

Position or position area applied to, name, date of birth, nationality, address, e-mail address, telephone number (home, office, and mobile), work eligibility, family members (name, occupation and position, contact information), educational background (school name, major, year of entrance and year of graduation, graduation status, GPA, *etc.*), work experience (type of employment, company, title, responsible area, date of commencement of previous employment and date of termination, causes of termination, period of employment, salary (proof of income, *etc.*), licenses (type, date of licensure, issuer), language ability, computer utilization ability, available date to commence employment, military service record, reference contact information, and any other voluntary entries, detailed descriptions of career, family background, reason for application, future aspirations and any other voluntary entries.

(2) OSIssoft will collect the following information that you provide at the time of interview:

Communication skills, interpersonal relationships (relationships with superiors/colleagues), leadership positions held, decision making skills, training, career development path, career goals, problem solving skills, conflict management skills, creativity, customer-orientation, time management, delegation of authority, responsibility/role, morality/ethics, job performance ability, integrity, credibility, attentiveness, motivation, negotiation ability, organizing ability, self-improvement efforts, planning ability, drive, analytic ability, presentation ability, process management, strategic thinking ability, interpersonal perception ability, *etc.*

### **3. Retention of Your Personal Data**

If you are offered and accept a position with OSIssoft, your Personal Data will be included in your Human Resource file and retained by OSIssoft's Human Resource department for the term of your relationship with OSIssoft and for any post-termination period permitted or required by applicable law.

If the application process does not result in your employment by OSIssoft, your Personal Data will be kept for three (3) years after consideration of your application is complete, unless you inform us that you would like us to retain your information for a longer period. Alternatively, you may request OSIssoft to delete your Personal Data and OSIssoft will promptly comply with such request.

### **4. Your Right to Refuse to give Consent /Disadvantages**

Please note that completing the application form and giving your consent to the processing of your Personal Data is voluntary, but without your consent, OSIssoft cannot proceed with the review of your application. If you agree to the processing of your Personal Data as described above, please choose "I AGREE". If you do not agree to the processing of your Personal Data as described above, please choose "I DO NOT AGREE".

I AGREE

I DO NOT AGREE

## **International Transfer of Your Personal Data**

### **1. Recipient and Purpose of International Transfer of Personal Data**

Your Personal Data will be transferred to, and maintained by, Peoplefluent, with corporate headquarters located at 434 Fayetteville Street, 9th Floor, Raleigh, North Carolina 27601, in the **United States**. Peoplefluent will process your Personal Data, subject to OSIssoft's instructions and only for the purposes stated in this Notice/Consent Form. Because OSIssoft is a global multinational company, your application will be used globally in connection with recruitment processes within the Company. Therefore, your Personal Data may be transferred across

national borders and may be accessed by Company affiliates from countries with different laws providing varying degrees of protection for your Personal Data. Please refer to OSIssoft's web site [www.osisoft.com](http://www.osisoft.com) for the location of corporate affiliates. OSIssoft will not disclose your Personal Data to any third party who is not (a) a member of the Company's corporate group, or (b) a service provider under written contract, without first providing you with notice and obtaining your affirmative consent.

## **2. Items of Personal Data to be Transferred**

Same as "Items to be Collected" described above.

## **3. Retention of Your Personal Data**

Same as "Retention of Your Personal Data" described above.

## **4. Your Right to Refuse to give Consent /Disadvantages**

Please note that completing the application form and giving your consent to the transferring of your Personal Data is voluntary, but without your consent, OSIssoft cannot proceed with the review of your application. If you agree to the transfer of your Personal Data as described above, please choose "I AGREE". If you do not agree to the transfer of your Personal Data as described above, please hit cancel.

## **Security**

OSIssoft will require appropriate physical, technical and organizational measures for your Personal Data when maintained by Peoplefluent or by another third-party service provider or a corporate affiliate. When the Data is transferred over the Internet, it will be protected by a secure transmission protocol (128-bit encryption).

## **Your Rights**

You have the right on your own initiative to, among other things, access, modify, supplement or update the Personal Data submitted. You can access your Personal Data through the "Careers at OSIssoft" section of OSIssoft's web site using the credentials you created during your initial submission of Personal Data. You also may use this address to revoke your consent to processing your Personal Data. Any revocation will apply only prospectively, and we will continue to retain the information that you provided us before you revoked your consent for as long as permitted or required by applicable law

## **Contact**

For any questions regarding the processing of your Personal Data, please refer to [careers@osisoft.com](mailto:careers@osisoft.com)