



UK Applicant Privacy Notice

TikTok UK entity ("TikTok UK") has prepared this Applicant Privacy Notice ("Notice") for applicants to roles with TikTok UK. In connection with your application we have to process your personal data. We think that it is very important that you understand how we use your personal data, and we take our obligations in this regard very seriously. The purpose of this Notice is therefore to give you information about how TikTok UK collects, processes, stores and otherwise uses information about you, and your rights in relation to that information.

TikTok UK, needs to process your personal data in order to process your application for employment. There are also statutory requirements we have to comply with in relation to your application. If we are not able to carry out the processing activities we describe in this Notice we may not be able to continue with your application. Of course, we hope it would never come to that, and this is simply information we are obliged to provide to you as part of this Notice.

When we say "TikTok UK", "we" or "us" in this document, we mean the TikTok UK entity that you're applying to work for. In addition, you will see a number of references to the TikTok Group, which includes all other TikTok entities globally. We will update this document from time to time, for example if we implement new systems or processes that involve the use of personal data.

In this Notice you will see reference to "GDPR" - that refers to the European Union General Data Protection Regulation which is a European law governing your rights in relation to your personal data, and how organisations should protect it.

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To help you find information quickly on any particular question you might have, we have set out an index below. Just click on the question you would like answered and you will be taken to the relevant section:

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What categories of personal data does TikTok UK collect about me?

"Personal data" means any information relating to you. TikTok UK will collect, process and use the following categories and types of personal data about you:

- **identification data**, such as your name, citizenship, passport data, photo, drivers' licence information, national insurance number and tax reference;
- **personal information**, such as your date and place of birth, emergency contact details, and gender;
- **contact details**, such as your home address, telephone number and email address;
- **education and work experience**, such as contact details for your current/former employer, information about your educational background, your work experience and other experience;



- **other application data**, such as the information included in your application form/CV;
- **information collected as part of the interview process**, such as notes taken from your interview or information provided from recruitment agencies;
- **background check information**, such as information obtained through reference checks and confirmation about your work/educational background.

together "**Applicant Data**".

In addition to the collection, processing and use of the Applicant Data, TikTok UK collects, processes and uses the following special categories of personal information about you which we describe as "**Sensitive Applicant Data**":

- **health and medical data**, such as information on disability.

Why does TikTok UK need to collect, process and use my Applicant Data and Sensitive Applicant Data and what is the legal basis for doing so?

We collect and use Applicant Data and Sensitive Applicant Data for a variety of reasons linked to processing your application for a role with us (the "**Processing Purposes**"). However, we can only collect and use this data if we have a valid legal basis for doing so, and we are required to explain the various legal bases that we rely on to you.

To give you the full picture, we have set out each of the reasons why we collect and use Applicant Data, i.e. the Processing Purposes, and mapped these against the different legal bases that allow us to do so. We appreciate that this is quite a lot of information to take in, so please bear with us:

Processing Purposes	Legal Bases
1. Administering and processing your application (including processing a job offer should you be successful) including identification data, contact details, education and work experience, information obtained during your interview and information contained in your CV.	<ul style="list-style-type: none">• Necessary to take steps at your request prior to entering into an employment contract;
2. To determine your eligibility for the role you applied for , including identification data, contact details, education and work experience, information obtained during your interview and information contained in your CV.	<ul style="list-style-type: none">• Compliance with legal obligations which TikTok UK is subject to;• Legitimate interests of TikTok UK; and
3. Conducting background checks as part of your application , including identification data, contact details, information about your qualification and employment history.	<ul style="list-style-type: none">• prevention of unlawful acts.
4. Complying with applicable laws and employment-related requirements along with the administration of those requirements, such as income tax, national insurance deductions, and employment and immigration laws which involves the processing of identification data and contact details.	<ul style="list-style-type: none">• Compliance with legal obligations which TikTok UK is subject to; and• Legitimate interests of TikTok UK.



5. **Monitoring and ensuring compliance with applicable policies and procedures and laws**, which involves the processing of your identification data and contact details.

6. **Communicating with you, employees within the TikTok Group and third parties regarding your application and onboarding, including informing you of future opportunities with TikTok UK**, including communicating future employment opportunities, which involves the processing of identification data and your contact details.

- Consent
 - Necessary to take steps at your request prior to entering into an employment contract;
 - Compliance with legal obligation to which TikTok UK is subject; and
 - Legitimate interests of TikTok UK.
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7. **Responding to and complying with requests and legal demands from regulators or other authorities** in or outside of your home country which involves the processing of identification data and contact details.

- Legitimate interests of TikTok UK; and

8. **Complying with corporate financial responsibilities**, including audit requirements (both internal and external) and cost/budgeting analysis and control which involves the processing of identification data, contact details, information about the role you have applied for, including the role's salary and benefits.

- Compliance with legal obligations which TikTok UK is subject to.
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Below are the Processing Purposes and corresponding Legal Bases for Sensitive Applicant Data:

Processing Purpose	Legal Bases
1. To accommodate your application and interview and for compliance with legal obligations , we may use health and medical data.	<ul style="list-style-type: none">• Necessary to carry out the obligations and to exercise specific rights of TikTok UK or you in the field of employment, social security and social protection law as permitted by local data protection law.

We appreciate that there is a lot of information to take in, and we want to be as clear with you as possible over what this means. Where we talk about "legitimate interests" of TikTok UK, this can include:

- Assessing your suitability for employment/engagement with TikTok UK;



- Group-wide information sharing; and
- Physical security.

When relying on the legitimate interests basis for processing your personal data, we will balance the legitimate interest pursued by us with your interest and fundamental rights and freedoms in relation to the protection of your personal data to ensure it is appropriate for us to rely on legitimate interests and to identify any additional steps we need to take to achieve the right balance.

Got it - but who might TikTok UK share my personal information with?

As you may know, we are part of the global TikTok Group and several entities in this group are involved in the Processing Purposes. In particular, TikTok UK's headquarters is located in China and your data is stored in China, as part of our applicant tracking system. To ensure that the Processing Purposes can be completed, your information will be shared with any of the entities within the TikTok Group.

TikTok UK will transfer personal data to third parties, including to entities within and outside the TikTok Group located in any jurisdictions where TikTok Group entities are located, for the Processing Purposes as follows:

- **Within the TikTok Group.** As TikTok UK is part of a wider group headquartered in China with offices located across the globe (including in China and Singapore), which all partially share management, human resources, legal, compliance, finance and audit responsibility TikTok UK transfer the Applicant Data and Sensitive Applicant Data to, or otherwise allow access to such data by other entities within the TikTok Group (particularly TikTok's parent entity in China) which use, transfer, and process the data for the following purposes: to maintain and improve effective administration of the workforce; to communicate information about the TikTok Group; to maintain a corporate directory; to maintain IT systems; to monitor and assure compliance with applicable policies and procedures, and applicable laws; and to respond to requests and legal demands from regulators and other authorities.
- **Regulators, authorities, and other third parties.** As necessary for the Processing Purposes described above, personal information will be transferred to regulators, courts, and other authorities (e.g., tax and law enforcement authorities), independent external advisors (e.g., auditors, accountants, lawyers and consultants), insurance providers, pensions and benefits providers, internal compliance and investigation teams (including external advisers appointed to conduct internal investigations). See "**Data Processors**" below for more information on the suppliers and third parties to whom we may disclose your personal information.
- **Data processors.** As necessary for the Processing Purposes described above, personal data will be shared with one or more third parties, whether affiliated or unaffiliated, to process personal information under appropriate instructions ("**Data Processors**"). The Data Processors will carry out instructions related to recruitment, workforce administration, IT system support and maintenance, payroll and compensation, training, compliance, and other activities, and will be subject to contractual obligations to implement appropriate technical and organisational security measures to safeguard all Applicant data and Sensitive Applicant Data it holds, and to process such data only as instructed.

As you may expect, some of the recipients we share Applicant Data and Sensitive Applicant Data with may be located in countries outside of the European Economic Area ("EEA").

For transfers to TikTok Group entities outside of the EEA, in countries that do not provide adequate protection of personal data, TikTok UK will be bound by the EU Standard Contractual Clauses



pursuant to Article 46(2)(c) GDPR, which the European Commission has assessed as providing an adequate level of protection for personal data, to ensure that your data is protected adequately.

If non-TikTok recipients are located in other countries without adequate protections for personal data, TikTok will take all necessary measures to ensure that transfers out of the EEA are adequately protected as required by applicable data protection law. This will include using appropriate safeguards such as the EU Standard Contractual Clauses. You can ask for a copy of the such appropriate safeguards by contacting us as set out below (**Who can I contact about this stuff?**). The EU Standard Contractual Clauses can also be found here: https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc_en.

How long will TikTok UK keep my personal information for?

It is TikTok UK's policy not to store personal data for longer than is necessary and to retain such data on a basis proportionate to achieving the purposes prescribed above. For further information, please contact us as set out below.

What rights do I have in respect of my personal information?

In certain circumstances, you have rights in relation to your Applicant Data and Sensitive Applicant Data, which are summarised in broad terms as follows:

(i) Right of access

You have the right to confirm with us whether your personal data is processed, and if it is, to request access to that personal data including the categories of personal data processed, the purpose of the processing and the recipients or categories of recipients. We do have to take into account the interests of others though, so this is not an absolute right, and if you want to request more than one copy we may charge a fee.

(ii) Right to rectification

You have the right to rectify inaccurate or incomplete personal data concerning you. We encourage you to review this information regularly to ensure that it is accurate and up to date.

(iii) Right to erasure (right to be forgotten)

You have the right to ask us to erase personal data concerning you.

(iv) Right to restriction of processing

In limited circumstances, you have the right to request that we restrict processing of your personal data, however where we process Applicant Data and Sensitive Applicant Data for the Processing Purposes we think that we have a legitimate interest in processing which may override a request that you make.

(v) Right to data portability

You have the right to receive personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and you have the right to transmit that data to another entity.

(vi) Right to object

Under certain circumstances you have the right to object, on grounds relating to your particular situation, at any time to the processing of your personal data, by us and we can be required to no longer process your personal data.



To exercise any of these rights, please contact us as stated under below (**Who can I contact about this stuff?**).

You also have the right to lodge a complaint with the competent data protection supervisory authority, in the place where you live or work, or in the place where you think an issue in relation to your personal data has arisen, which in the UK is the Information Commissioner's Office (the 'ICO'). A list of all of these authorities within the European Union may be found here: https://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm.

Who can I contact about this stuff?

If you have concerns or questions regarding this Notice or if you would like to exercise your rights as a data subject, you can get hold of the right person here: hrdataprotection@tiktok.com

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