

Grammarly Data Privacy Notice for Candidates

In this Data Privacy Notice for Candidates, we describe how Grammarly collects and processes your Personal Data.

This Notice is applicable to all candidates that apply for any forms of employment at Grammarly.

Key terms in this Notice

Before reading this Notice, please review a few key terms we use in it:

Term	Description
“Grammarly”, “we”, or “us”	Grammarly, Inc.
“Notice”	This Grammarly Data Privacy Notice for Candidates
“you”	Grammarly candidates
“Personal Data”	Any information relating to an identified or identifiable natural person
“Data Controller”	A person or organization which, alone or jointly with others, determines the purposes and means of the processing of Personal Data. As per this Notice, Grammarly, Inc. is a Data Controller.
“General Data Protection Regulation”	The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy in the European Union and the European Economic Area.

What information about you do we collect and process?

We collect the following information about you:

- Name, email address, phone number, mailing address, photo, work authorization, visa information
- Education and employment background, employment references, résumé, LinkedIn profile, cover letter, and public resources relevant to consider for a career opportunity
- Your feedback about the recruitment process
- Employment preferences, relocation information, information and scorecards gathered during the interview assessments, information about other recruitment processes, and any additional information provided during the recruitment process
- Banking details, payroll or tax information, salary, benefits, expenses, and other related details
- Information necessary to provide access to Grammarly's IT systems and networks, such as IP addresses, login information, log files, etc.

We may also collect publicly available information about you from third parties who have a legal right to share such data with us, for example, your contact details or education or work experience information.

Grammarly also processes your information for background checks during the recruitment process. We process this information based on our legitimate interest to verify information about your employment, education, credit, or criminal history, but only if and to the extent permitted by applicable law.

When you share contact details or other Personal Data of your references with Grammarly for your additional review, please keep in mind that you have a personal responsibility to obtain consent from them.

Please review [Grammarly's Cookies Policy](#) for more details about the information we collect automatically with cookies when you visit our site.

Do we need to collect special categories of Personal Data?

In some regions, for example, in the European Union, certain kinds of Personal Data require a higher level of protection and are known as "Special Categories of Personal Data."

Grammarly may collect and process information about your health where required to exercise or defend a legal claim by us, with your explicit consent, or where necessary for carrying out our obligations and exercising our rights or your rights in an employment or social security law. For example, we may need to process information about your health to address any special needs you have during an interview. We also need to collect information about your COVID-19 vaccination status to comply with our legal obligation to keep health and safety in the workplace or based on the public interest, such as the control of diseases and other health threats. We will store this information securely and limit access to it for internal employees based on a need-to-know basis.

How do we use your information?

We use your Personal Data for the following purposes:

- To communicate with you throughout the recruitment process
- To assess your suitability for employment with Grammarly (e.g., evaluate your knowledge, qualifications, and background for particular position)
- To verify the information you provided in order to reference check
- To create an offer package and make necessary arrangements for future employment
- To stay in touch and consider you for suitable possible future opportunities
- To conduct reporting and analysis of recruitment metrics
- To maintain and improve our hiring process

Grammarly will not process your Personal Data for performing automated decision-making.

Who do we share your personal information with?

Grammarly cooperates with third-party vendors to manage your recruiting process. The following types of vendors might be involved:

- Third parties engaged in the recruitment process
- Third parties engaged in interviewing and testing of candidates
- Third parties engaged in the travel-booking and expenses process
- Third parties engaged in the background-check process

Prior to using a third-party vendor, Grammarly executes a due diligence program and evaluates the vendor's security and privacy posture.

We may also disclose your information to other third parties in the following circumstances:

- When we need to respond to a court order or judicial processes, such as a subpoena or search warrant
- When we need to stay compliant with our legal obligations
- When we need to defend against potential, threatened, or actual litigation
- When we are legally obliged to share a candidate's information with law enforcement
- When we have to detect, prevent, or address fraud

How long does Grammarly store your personal information?

Grammarly will store your Personal Data when you are hired for the terms of your employment and for as long as permitted or required by law after that to comply with our legal obligations or resolve disputes.

In case you are not hired, Grammarly will retain your data for six months. However, we may store your data for extended periods if a longer retention period is required by

applicable law or you provide your consent to maintain your data for future recruitment at Grammarly. We will retain information about you securely, and it will not be circulated outside of our systems or accessed by anyone not involved in the recruitment process and only on a need-to-know basis. If you do not wish us to retain your information for consideration for other roles, please get in touch with recruiting.privacy@grammarly.com. However, please keep in mind that Grammarly may store some information about you if required by law, or if we need to protect ourselves from legal claims.

What is Grammarly's legal basis for processing your data?

Where applicable, the law requires personal information to be processed according to a legal basis (for example, in the European Union). We process your Personal Data for the purposes described above based on the following legal bases:

- Legitimate interests: when considering you for employment, managing our recruitment process, background checks, etc.
- Contract performance: when entering into an employment contract with you
- Consent: your specific consents that may be withdrawn by you at any time
- Necessary to comply with our legal obligations
- To protect your vital interests

Does Grammarly perform international data transfers?

For the purposes of Grammarly's recruitment operations, we may transfer your Personal Data internationally. International data transfers will be subject to additional safeguards under the standard contractual clauses approved by the European Commission. Don't hesitate to contact us at recruiting.privacy@grammarly.com to obtain a copy of the standard contractual clauses.

What rights do you have related to your Personal Data?

Under the General Data Protection Regulation (GDPR), you have the right to request access to your Personal Data, to request that your Personal Data be rectified or erased, and to request that the processing of your Personal Data be restricted. You also have the right to data portability. In addition, you may lodge a complaint with an EU supervisory authority. Please contact us with any questions about how we process your Personal Data and your rights according to the GDPR by emailing recruiting.privacy@grammarly.com.

How can you contact Grammarly with any additional questions?

Please do not hesitate to contact us via recruiting.privacy@grammarly.com if you have any additional questions.

How can you learn about changes to this Notice?

We'll publish any future changes to this Notice here and specify the date of last revision.

Date of last revision: June 27, 2022