

## Privacy Statement for Citrix Employees and Job Applicants

1. **Our Commitment:** At Citrix, we respect the individual rights and interests of each employee. This Privacy Statement sets out how Citrix will deal with personal data of its employees that we collect and use ("Personal Data"). Citrix will observe the following principles in relation to Personal Data:

- We will take reasonable steps to ensure that your Personal Data is accurately recorded.
- We will take reasonable technical, physical, and organizational measures to prevent unauthorized access, unlawful processing, and unauthorized or accidental loss, destruction, or damage to your Personal Data.
- If requested, we will inform you about the kinds of Personal Data held by us in relation to you.
- We will review all information held on our system on a periodic basis and delete information as appropriate to ensure that no information is held for longer than is necessary;
- Subject to the local law, we will give you access to Personal Data held by us in relation to you.

### 2. **Collection of Personal Data**

- From time to time, in connection with your employment application, the provision of benefits or managing your employment relationship with Citrix, we may collect Personal Data relating to you, including:
  - ✓ Application forms, resumes and related recruitment information, such as reference checks and interview notes;
  - ✓ Medical information, workers compensation, and health insurance applications (if applicable);
  - ✓ Health assessments (where required under local law);
  - ✓ Information such as your Identification / passport numbers, address, home and mobile phone numbers, date of birth, emergency contact details, details of your spouse and children;
  - ✓ Bank account information;
  - ✓ Tax identification numbers;
  - ✓ Financial details relevant to applications for corporate credit cards;
  - ✓ Performance appraisals, training and education details;
  - ✓ Email and computer software usage and copies of email and software material.
  - ✓ For sensitive Personal Data, we only collect sensitive information with your consent or as required or permitted by law. Sensitive information may include: (a) financial data; (b) medical or health data; (c) demographic data, such as gender, race, nationality and the like.
- We will attempt to collect only that Personal Data which is relevant to the business purpose for which it is needed.
- Where possible, we will try to collect information directly from the person concerned or from a recruitment agency representing a candidate. However, it may be necessary to collect Personal Data from third parties for candidates we consider making a job offer to – including former employers, education institutions, referees, profiling assessors, etc. This will only be done with your consent.

3. **Use and Sharing of Data.** Citrix processes Personal Data centrally and therefore, we will need to share information with other Citrix entities outside your country or region in order to operate our global business.

Examples of this kind of information include information required at the recruitment stage, to obtain a comprehensive understanding and verification of a candidate's skills and experience and to ascertain suitability for the specific role applied for; upon hiring, for:

- Business process execution and management (daily operational activities, such as performance evaluation, scheduling work, managing company assets, populating directories, setting up email accounts);
- Employee activity management (such as headcount management, calculating and delivering payroll payments, benefits management, complying with applicable legal requirements and communicating with employees); and
- Security (activities to ensure the safety of employees, company resources and communities, such as authenticating employee status to authorize access to Citrix' resources and facilities).

4. **Disclosure of Data to Third Parties.** In addition to sharing data with other Citrix entities as described above, Citrix entities may obtain assistance or use third parties for other legitimate business purposes. These third party providers will be required to process Personal Data only in accordance with a Citrix entity's instructions and to maintain reasonable security of such Personal Data. Examples of these third parties include recruitment agencies, payroll organizations, third party HR systems providers, banking institutions, superannuation/pension funds, insurance companies, authorized persons dealing with claims and investigations, authorized medical practitioners and legal advisors. Citrix may also be required to disclose certain Personal Data:

- As a matter of law enforcement (e.g., to tax and social security authorities);
- To protect Citrix entities' legal rights (e.g., to defend a lawsuit); or
- In an emergency where the health or security of an employee is endangered.

5. **International Data Transfer** As Citrix operates internationally; we need to make your data available to other Citrix entities outside of the country where you reside. Laws vary regarding the level of protection for Personal Data, but Citrix will seek to ensure that the data has adequate protection under applicable law.

6. **How we store and protect Information.** Information relating to you is stored in hard and electronic format by Citrix. We use industry standard physical and procedural security measures to protect information. Hard copy information files are restricted to authorized individuals. We use, as appropriate, encryption, firewalls, access controls, policies and other procedures to protect Information from unauthorized access. Citrix shall not assume responsibility for Personal Data retained by individual employee on their personal or work computers for purposes unrelated to their Citrix responsibilities.

**7. Accessing Personal Data**

Should you wish to obtain more information about the way Citrix manages the Personal Data it holds about you, or if you have any questions about this statement, please contact local HR Manager. Citrix will arrange to make the information available as soon as reasonably practical (at a reasonable cost).

For job applicant data, our HR department will transfer your application to the responsible department or Citrix affiliated company for assessment and review. If your application is not successful either with regards to the specific position you applied for or any other open position we will delete your data either upon your request or after a period of 12 months. If we are interested in keeping your data on file for future opportunities, you hereby give your express consent by submitting your application to us. You may make changes to your personal data or request deletion of your data from our systems by contacting us at [taoperations@citrix.com](mailto:taoperations@citrix.com).

**8. Your Obligations** In order for Citrix to comply with this statement, we expect all employees to meet the standards outlined in this document and in other documents that Citrix will make available to you and which detail more specific requirements.

**9. General**. This statement does not constitute a contract of employment. We reserve the right to make changes to this policy from time to time and, in such case, will notify employees and the changes will take effect 30 days after such notice. All notices in relation to this statement or information relating to you will be provided to your work email address or to the home address we have in our records. You may, by notifying your local HR manager, reject any such changes as they apply to you; however such rejection may affect our ability to offer benefits to you.

If you have questions about our collection, use, or disclosure of your personal information, please contact us: Citrix Systems, Inc., 851 West Cypress Creek Road, Fort Lauderdale, FL 33309 or you may write to us at [privacy@citrix.com](mailto:privacy@citrix.com).