

Hilton

Applicant Privacy Notice

Last Updated: January 2017

Hilton Domestic Operating Company Inc. and its direct and indirect subsidiaries (“Hilton”) value your trust and are committed to the responsible management, use and protection of personal information. This Applicant Privacy Policy (this “Policy”) applies to all the information collected by Hilton to facilitate your job application and includes your use of our careers site, located at [Hilton Careers](#) (the “Careers Site”). Personal information submitted to other Hilton web sites will be used in accordance with our [Global Privacy Policy](#).

The Careers Site is operated by Hilton Domestic Operating Company Inc. 7930 Jones Branch Drive, McLean, Virginia, USA 22102, in order to support the recruitment functions of Hilton. The Careers Site is not intended for distribution or use in any jurisdiction or country where such distribution or use would be contrary to local law or regulation.

In some locations around the world, Hilton manages hotel properties on behalf of a third party owner. At many of those properties, the Hotel owner is the actual employer, and Hilton performs recruiting and hiring functions on behalf of the owner. I understand and agree that, by applying through this site, I may be applying for a position with a company other than Hilton where Hilton is serving only as the recruiter and will not be my actual employer.

Your Consent

Please read this Policy carefully and indicate your acceptance of our collection, retention, use, transfer and disclosure of personal information as described in this Policy by clicking the “I Accept” button at the end of this Policy. **If you do not accept the terms you will not be allowed access to apply for a position online and we may be otherwise unable to process your application.**

By agreeing to this Policy, you agree to the transfer of personal information about you to countries outside your home country, including countries where data protection laws may differ from those of your home country. Hilton maintains safeguards designed to protect your personal information.

To the extent the personal information you provide contains details of your: racial or ethnic origin; physical or mental health or condition; job evaluations or educational records; commission (or alleged commission) of an offence or related proceedings; political opinions or beliefs; religious beliefs; sex life; membership in a trade union or political party, you expressly authorize Hilton to handle such details for the purposes of your job application.

Information You Provide

This Policy covers any personal information you submit to apply or search for a position at Hilton, which may include:

- name, contact information;
- log-in and password, for users of the Careers Site;
- CV, résumé, cover letter, previous work experience and education information;
- employment preferences, willingness to relocate, current salary, desired salary;
- professional and other work-related licenses, permits and certifications held;
- language and other relevant skills;
- awards and professional memberships;

- audio and video recordings of interviews; and
- eligibility to work in country where job applied for is located, available start date.

We do not require, but you may also voluntarily choose to provide, other relevant information as part of your application. We would prefer that you avoid submitting the following sensitive information, except where such information is legally required, or needed for us to comply with our legal obligations and internal policies relating to diversity and anti-discrimination: sexual orientation, race, ethnic origin, religion, beliefs, disability, marital status, creed, nationality, national origin, color and/or age.

Any information you submit must be true, complete, not misleading and you must have the lawful right to provide it. If not, this may lead to a rejection of your application during the application process or disciplinary action including immediate dismissal if you have been employed. If you intend to provide us with details of a reference or any other third party as part of your CV/résumé, it is your responsibility to obtain consent from that third party prior to passing the personal information to us.

The provision of personal information, including on the Careers Site, is voluntary. Please note however that the failure to provide sufficient information may result in Hilton being unable to consider you for employment, promotion, transfer or relocation.

Use of Personal Information

The information that you submit in your application on the Careers Site will be stored in the United States (and in the relevant jurisdiction(s) if the job relates to one of Hilton's affiliated entities outside of the United States). It will be collected, used, transferred and disclosed by employees, consultants and/or service providers of Hilton around the world for Hilton's global recruitment functions and for related management and planning purposes, including, as permitted by local law, to:

- process your application;
- assess your capabilities and qualifications for a job;
- provide to you any services available on the Careers Site from time to time;
- communicate with you;
- comply with any applicable law or regulation;
- monitor and record services whether provided by a Hilton company or a third party; and
- conduct background checks if you are offered a job.

Personal information about you will be added to Hilton's international candidate database and will be used for the purposes of considering whether your profile is suitable for other job vacancies at Hilton. If we elect to make you an offer, personal information you submit may be incorporated into our human resources system and used to manage the new-hire process. If you become a Team Member, any personal information that you submit may become part of your Team Member file and may be used for other employment/work-related purposes.

Disclosure of Personal Information

Personal information about you will be reviewed by Hilton Team Members or agents who have a business need to access such personal information and may include recruiters, human resources personnel, technical services personnel and managers or their designees. Hilton Worldwide, Inc. is the party responsible for management of the personal information that is jointly used within Hilton.

We may share personal information about you with selected service providers or consultants acting on our behalf, such as third parties assisting Hilton with the operation of the Careers Site (including Taleo at 4140 Dublin Boulevard, Suite 400, Dublin, CA 94568 USA, which hosts the Careers Site, and SHL at 1 Atwell Place, Thames Ditton, Surrey, KT7 ONE UK, which conducts job-specific candidate assessments). Those third parties will be required to use appropriate measures to protect the confidentiality and security of personal information.

Hilton also may disclose personal information about you in order to: (1) protect the legal rights, privacy, safety or property of Hilton or its Team Members, agents, contractors, customers or the public; (2) protect the safety and security of visitors to our web sites or other properties; (3) protect against fraud or other illegal activity or for risk management purposes; (4) respond to inquiries or requests from legal authorities; (5) permit Hilton to pursue available remedies or limit the damages that we may sustain; (6) enforce our website Terms of Service; (7) respond to an emergency; (8) comply with the law or legal process; (9) effect a license, sale or transfer of a business or assets (including in connection with any bankruptcy or similar proceedings); or (10) manage acquisitions, mergers and re-organizations.

Data Retention

We are required to retain information relating to candidates applying for jobs within the United States. Personal information of candidates applying for jobs in other parts of the world will be retained in accordance with local law. If there is no activity in relation to the personal information, Hilton may remove it from its database, subject to Hilton's data retention obligations and policies and any applicable legal or regulatory obligations or for the period of time permitted by local laws, for the purpose of considering whether your skills are suitable for other opportunities. Note that Hilton may delete personal information about you at any time (including your CV/résumé), without any reason. Therefore, please retain your own copy of the personal information provided to us.

Passive Information Collection: Cookies and Similar Technology

We and our service providers may use "cookies" and similar technologies on the Careers Site. Cookies are data that a web server transfers to an individual's computer for record keeping purposes. We use cookies and other technologies to better serve you with more tailored information and facilitate your ongoing access to and use of our Careers Site. If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to automatically decline cookies, or to be given the choice of declining or accepting the transfer of a particular cookie, or cookies from a particular website, to your computer. However, if you decline Taleo's session management cookies, the Careers Site may not function properly for you. To learn more about cookies, please visit <http://www.allaboutcookies.org/>.

Access and Correction

If you choose to register on the site, you may access, review, and change some of the personal information collected about you and stored on the Careers Site by logging into the Careers Site and choosing to update your account information. The updated profile will be used as the default the next time you apply for a job using your account online. To change personal information that you already have submitted for consideration for a specific position, please resubmit your application to update personal information about you that is associated with that job application. We encourage you to promptly update your personal information if it changes or is inaccurate. Upon your request, we will deactivate or remove your personal information from our active databases, although some information may be retained as permitted or required by law.

If you have any questions or concerns about how we otherwise process personal information please contact us at privacy@hilton.com. You may access, modify or object to the use of personal information as permitted by applicable local law. Please contact us at privacy@hilton.com with any such requests. Please note that certain personal information may be exempt from such access, correction, or objection rights pursuant to local data protection laws.

Career Site Security

We take reasonable precautions to safeguard the personal information transmitted between visitors and the Careers Site and the personal information stored on our servers. Unfortunately, no method of transmitting or storing data can be guaranteed to be 100% secure. Do not send sensitive information via email. It is your sole responsibility to use the appropriate level of care whenever communicating with us.

If you have reason to believe that your interaction with us is no longer secure (for example, you feel that the security of any account you might have with us has been compromised), you must immediately notify us of the problem by contacting us at

security.investigations@hilton.com.

Hilton hereby disclaims, as far as permitted by local laws, any liability for itself and its affiliated companies and contractors for any of your information sent to our Careers Site and which is lost, misused, illegally accessed, disclosed, altered or destroyed or not integrally or timely delivered to our Careers Site.

Links to other websites

The Careers Site may contain links to other websites. The operators of those other websites may collect information about you, through cookies or other technologies. If you link to another website, you will leave the Careers Site and this Policy will not apply to your use of and activity on those other sites.

If you provide personal information through any other site, your transaction will occur on that website (not the Hilton Careers Site) and the personal information you provide will be collected by, and controlled by the privacy policy of that website operator. Links on the Careers Site to other websites are provided only as a convenience, and the inclusion of such links does not imply endorsement of the linked site. We encourage you to read the legal notice posted on those sites, including their privacy policies. We have no responsibility or liability for your visits to, or the data collection or use practices of, other sites.

Law Applicable to Job Application

The Careers Site allows you to benefit from Hilton's centralized global recruitment function, while applying for jobs world-wide. This Careers Site is operated from the United States. Accordingly, any personal information you submit to the Careers Site will be collected in the U.S. and will be subject to U.S. laws. However, if we share your personal information with an affiliate located in another country in its capacity as a potential employer, the affiliate will handle your personal information in accordance with this Policy. Any hiring or other employment-related decisions will be made by the hiring affiliate in accordance with the laws of the country where the job will be located.

About Children

The Careers Site is not intended for minors under the age of 15 or the lawful age of employment (whichever is greater) in any country in which we operate.

Changes to the policy

We reserve the right to amend this Policy at any time without advance notice in order to address future developments of Hilton, the Careers Site or changes in industry or legal trends. We will post the revised Policy on the Careers Site or announce the change on the home page of the Careers Site. You can determine when the Policy was revised by referring to the "Last Updated" legend on the top of this Policy. Any changes will become effective upon the posting of the revised Policy on the Careers Site. By continuing to use the Careers Site following such changes, you will be deemed to have agreed to such changes. If you do not agree with the terms of this Policy, in whole or part, you can choose to not continue to use the Careers Site.

Contact Us

If you have questions or requests, please feel free to contact us at the following address:

Hilton
7930 Jones Branch Drive
McLean, Virginia 22102 USA

Attn: Legal Department – Privacy Office

