

# Job Applicant Privacy Notice

United Technologies Corporation and its subsidiaries and affiliates (collectively, “UTC”) are responsible for the privacy of this Careers website. UTC has implemented technical, administrative, and physical measures to safeguard any personal information that we may collect.

This website is used for individuals to apply for employment with UTC and to ensure that UTC complies with applicable legal and regulatory requirements in receiving employment applications. This website is intended for visitors who review UTC employment opportunities and apply for employment with UTC, who are at least 18 years of age. If you are under the age of 18, please do not enter your personal information on this or any other UTC website.

This policy may be modified from time to time without prior notice. We encourage you to review this policy on a regular basis for any changes.

## What personal information might UTC collect?

A visitor to this website may be asked to provide personal information to review UTC employment opportunities and apply for employment with UTC. The personal information that you may be requested to provide includes:

- Name
- Contact information, including home address, home telephone, and email address
- Date of Birth (except in Canada)
- Tax Identification or other government identification number (except in Canada)
- Work history
- Education
- Citizenship
- Eligibility to work
- Interest in employment opportunities
- Job specific questions that relate to the fitness of a candidate for a particular job
- Employment history
- Information regarding potential conflict of interest issues, such as whether you have previously worked for a government agency, are related to a government official, or are subject to a restrictive covenant with a current or former employer
- Information you provide to create security questions and answers used to validate your identity when you return to the website

In the United States and U.S. territories, UTC will also ask individuals to self-identify their ethnicity, gender, veteran status, and disability information. That information is totally voluntary and your decision to provide or withhold any of that information will not negatively impact how we consider you for employment.

If you access the website on a mobile device, the website will collect information necessary to communicate with your device and provide any customization that you may request. This information may include your device identification or number, your carrier, and your location.

In addition, UTC monitors user traffic patterns throughout the website according to a user's domain name, browser type, date and time of access, and pages viewed. Our Web servers collect the domain names but not the e-mail addresses of visitors. This information is collected in order to measure the number of visitors to our website and to determine which areas of the website users find useful based upon the amount of traffic to particular areas. UTC uses this information to enhance users' experience at the website and to better prepare content based on the user interests.

### **How might UTC use the personal information it collects?**

Any personal information collected will only be used to:

- allow you to apply for employment with UTC and evaluate your application;
- invite you to apply for and consider you for other opportunities that may be or become available;
- contact you with regard to an application or other opportunity;
- validate reference checks, conduct background checks as appropriate, and performing denied party screening;
- comply with legal and regulatory requirements involving job applicants, which may include providing reports to government agencies;
- verify your identity to ensure security for one of the other purposes listed here;
- ensure or enhance the security of UTC's electronic systems;
- protect against fraud; and
- conduct internal investigations and comply with legal obligations.

### **With whom does UTC share the personal information it collects?**

UTC will not sell or otherwise share your personal information outside the UTC family of companies, except to:

- service providers UTC has retained to perform services on our behalf. UTC will only share your personal information with service providers with whom UTC has contractually restricted from using or disclosing the information except as necessary to perform services on our behalf or to comply with legal requirements;
- comply with legal obligations, including if we are required to do so by law, in response to a legitimate legal request from law enforcement authorities or other government regulators;
- investigate suspected or actual illegal activity;
- prevent physical harm or financial loss; or

- support the sale or transfer of all or a portion of our business or assets (including through bankruptcy).

UTC has several service providers that assist with this website. These providers manage the website, provide back-up storage, assist with job postings, enable video interviews, and facilitate recruitment of candidates. UTC may also use other service providers, but any service provider utilized will be for the purposes identified in this notice and will provide services under a contract as mentioned above.

### **Where does UTC store your personal information?**

Because UTC is a global company with locations in many different countries, we may transfer your information from one legal entity to another or from one country to another in order to accomplish the purposes listed above. These countries include, at a minimum, the United States, the many of the member states of the European Union, Canada, and other countries, including some in Asia. We will transfer your personal information consistent with applicable legal requirements and only to the extent necessary for the purposes set forth above.

UTC relies on available legal mechanisms to enable the legal transfer of personal information across borders. To the extent that UTC relies on the standard contractual clauses (also called the model clauses) or Binding Corporate Rules to authorize transfer, UTC will comply with those requirements, including where there may be a conflict between those requirements and this Notice. To read UTC's Binding Corporate Rules, please use the dropdown menu at the top right of [Privacy | United Technologies](#).

### **How long does UTC retain your personal information?**

UTC will retain profiles on this site for a maximum of three years from the date of last activity, except where law or regulation, court, administrative or arbitration proceeding, or an audit requirement requires otherwise.

If you would like to have your personal information deleted from our systems, email [careers@utc.com](mailto:careers@utc.com). Unless applicable law or regulation, court, administrative or arbitration proceeding, or an audit requirement prevents deletion, UTC will delete your personal information within a reasonable period of time and keep only a log of your name, the date of your deletion request, the job(s) for which you applied, and the country from which you applied. UTC retains this information to demonstrate that it has complied with your request.

Beyond the retention periods and for applicants who have requested deletion, UTC may retain anonymous data for statistical purposes to understand and improve its recruitment practices.

### **What choices do you have about how UTC uses your Personal Information?**

You have the choice about whether or not to provide UTC with your personal information, but if you choose not to provide your information, UTC will be unable to consider you for a position. UTC asks only for information that it requires to evaluate you for a position to which you may apply, to authenticate you when you log into our online application system, and as may be required by applicable law.

### **How does UTC use cookies or other tracking technologies?**

Cookies are small text files sent to and stored on users' computers that allow websites to recognize repeat users, facilitate users' access to websites, and allow websites to compile aggregate data that will allow content improvements. Cookies do not damage users' computers or files. Web beacons are transparent graphic images, often just the size of a single pixel, that allow websites to track activity on the site.

UTC uses both cookies and web beacons on this website to collect aggregate and anonymous usage data so that UTC can improve the functionality of the website. UTC may also use cookies to enhance your user experience. For example, the website may permit you to select a language and/or geographic location preference, which will be stored for future visits.

This website uses cookies from UTC's service providers. These cookies contain a session ID to manage your activity during a session. Our service providers also use cookies to determine whether you navigated to this website from an external one to track the effectiveness of external postings.

If you do not want cookies to be accessible by this or any other UTC website, you should adjust the settings on your browser program to deny or disable the use of cookies. You can find additional information on cookies and web beacons at <http://www.allaboutcookies.org/>.

### **What should you understand about the third party links that may appear on this website?**

In some instances, UTC may provide links to non-UTC controlled websites. However, UTC does not control such third-party websites, and cannot be responsible for the content or the privacy practices employed by other websites.

### **What additional information should specific users know?**

**Users from California:** Annually California residents may request and obtain information that UTC shared with other businesses for their own direct marketing use within the prior calendar year (as defined by California's "Shine the Light Law"). Because UTC does not share personal information of job applicants with third parties for their direct marketing efforts, this law does not apply to personal information collected on this website.

**Users from the EU:** You have the right to lodge a complaint with your national or state data protection authority, which may also be known as a supervisory authority. You also have the right to: (i) request access to and correction or erasure of your Personal Information; (ii) seek restrictions on; or (iii) object to the processing of certain Personal Information, and seek data portability under certain circumstances. To contact UTC about a request to access, correct, erase, object or seek restrictions or portability, please use the contact methods indicated at the end of this notice.

**Users from the US:** UTC collects Social Security Numbers where required by law, such as for tax and payroll purposes for its employees. When UTC collects and/or uses Social Security Numbers, UTC will take proper care by protecting confidentiality, limiting access on a need-to-know basis, and implementing appropriate technical safeguards and retention plans.

### **How can you correct or change your personal information?**

To change your information, you can log into your profile and make any corrections or deletions required. To report problems with the website or to pose questions or concerns, contact us by emailing [careers@utc.com](mailto:careers@utc.com).

### **How can you contact UTC?**

If you have any comments or questions or if there are other things we can do to maximize the value of this website to you, please email [careers@utc.com](mailto:careers@utc.com). If you have questions about UTC's privacy practices, please email [privacy.compliance@utc.com](mailto:privacy.compliance@utc.com). If you would like to contact the Data Protection Officer assigned to a particular UTC company, email [privacy.compliance@utc.com](mailto:privacy.compliance@utc.com) and we will direct your email to the appropriate Data Protection Officer (where applicable).