Applicant Privacy Policy

Date: 1/22/2024

Anthropic ("we," "us," "our") is an AI safety and research company working to build reliable, interpretable, and steerable AI systems. This Applicant Privacy Policy explains how we collect, use, disclose, and otherwise process personal information in the employment application context for individuals based in the United States.[1] Anthropic is committed to protecting the privacy and security of the information we collect and to being transparent about the purposes for which we use your information.

I. Categories Of Personal Information We Collect, Sources of Personal information, and How We Use This Data

During the application process, we may collect the following categories of personal information. When we refer to "personal information," we mean information that relates to you. We collect and use this information only as permitted or required by, and in compliance with, law.

Information you provide: We will collect the following categories of personal information about you in connection with your application for work with us, either from you directly or from the recruitment or employment agency or employer of record that refers your application to us. The types of personal information we collect will vary depending on the nature of the position and role you are applying for:

Personal Information	**How we use this information**
Personal contact details, such as your name, phone number, address and e-mail address.	We use this information to open and maintain applicant records and to communicate with you as part of the recruitment process.
Job application information, such as position applied for, previous roles, job description, responsibilities and assignments, years of service, qualifications and experience, and other information contained in your CV.	We use this information to process and assess your application, including assessing your suitability for a role, to calculate proposed salary and assess eligibility for certain benefits, and to monitor and improve our application process.
Nationality, citizenship and right to work information, such as country of birth, government identification documents (including passports and residency permits) and, where relevant, visa information.	We use this information to determine your eligibility to work and to fulfill our obligations to relevant government authorities.

[1] This notice applies to both Anthropic employees and contractors. It does not change or otherwise affect workers' classifications as employees or independent contractors.

Any data provided by you in the course of the application process, including electronic communications with you in relation to the application process.	We use this information to process and assess your application, including assessing your suitability for a role, and to respond to your enquiries and to monitor and improve our application process.

When we collect your personal information, we will inform you if the information is mandatory or optional. If you do not provide any information which is marked as mandatory, we will not be able to process your application successfully.

Information contained in records that we create ourselves: As part of your application process, we will also create **Interview evaluation and appraisal information**, such as comments and notes made by interviewers or other employees in connection with your application:

Personal Information	How we use this information
Interview evaluation and appraisal information, such as comments and notes made by interviewers or other employees in connection with your application.	We use this information to process and assess your application, including assessing your suitability for a role, and to calculate proposed salary and assess eligibility for certain benefits.

Pre-employment vetting: If we decide to offer you employment or engage you as a consultant, we may also collect the results of any pre-employment screening checks against public or government databases before we make a formal offer to you. Depending on the nature of your role, such pre-employment screening information will include one or more of the following:

Personal Information	How we use this information
Employment history and professional qualification verification. We may contact your professional and academic referees to confirm the employment, professional and academic information that you have provided to us. You should ensure that you have any referees' consent to disclose information about you to us when you submit your application.	We use this information to process and assess your application, including assessing your suitability for a role.
Anti-financial crime compliance searches, such as searches against lists of sanctioned individuals and politically exposed persons.	We use this information to identify and manage our risk and exposure to bribery and corruption, money laundering, tax evasion facilitation, and negative publicity, as well as complying with UK and US

	government restrictions on contracting with sanctioned individuals.
Basic criminal records checks.	Where relevant for your role, and where permitted under applicable law, we use this information to identify potential risk of unlawful behavior.

II. How We Disclose Personal Information

We are committed to maintaining your trust, and we want you to understand when and to whom we may disclose the information, including the sensitive personal information, we collect.

We disclose your personal information for a business purpose to the following categories of third parties:

- *Authorized third-party vendors and service providers.* We share your personal information with third-party vendors and service providers that provide services to us for a variety of business purposes, such as email services, data hosting and record keeping services, and payments processing. These recipients will use your personal information only on our instructions.
- *Advisors*: We may share your personal information with our advisors in connection with obtaining professional services such as legal, financial and accountancy services on behalf of Anthropic. These recipients will use your personal information in order to provide us with legal or financial, accountancy or tax advice.
- *Employers of record and agencies*: If you are employed by a third-party employer of record, or engaged through a third-party employment agency, we may share your personal information with them for the purposes of administering your employment. These recipients will use your personal information in accordance with the privacy notices they have provided to you.
- *Business transfers.* Your personal information may be disclosed to third parties in connection with a transaction, such as a merger, sale of assets or shares, reorganization, financing, change of control or acquisition of all or a portion of our business. These recipients will use your personal information to assess the potential transaction with us. They may also use your personal information to facilitate the integration of our employees into their structure in the event of an acquisition.

- *Legal purposes.* We may share your personal information with third parties as required by law or if we reasonably believe that such action is necessary to (i) comply with law and/or reasonable requests of law enforcement; (ii) detect and investigate illegal activities and breaches of agreements; and/or (iii) exercise or protect the rights, property, or safety of Anthropic, our employees or others.

- *With your consent*. We may share any personal information for any other purposes disclosed to you at the time we collect the information or pursuant to your consent.

We also may disclose your personal information to Anthropic employees who need to know the information for the purposes described in this policy, including in the recruiting, human resources, legal and information technology departments.

Some of the categories of personal information that Anthropic collects may be considered sensitive personal information under applicable law. Anthropic uses and discloses sensitive personal information only for those purposes that are authorized by law.

In the preceding 12 months, Anthropic has not sold your personal information to third parties or shared it for purposes of cross-context behavioral advertising. Anthropic has not knowingly sold or shared the personal information of California residents who are younger than 16 for purposes of cross-context behavioral advertising.

III. Data Retention

We retain applicant personal information for as long as needed for the above business purposes, to fulfill a legal obligation, for contractual purposes, and as otherwise permitted under applicable law.

IV. Your Rights

You may be entitled, in accordance with applicable law, to know what personal information Anthropic processes about you, including the categories of personal information, the categories of sources from which it is collected, the business or commercial purposes for collection, and the categories of third parties to whom we disclose it; to access your personal information; to delete your data; to correct your data; or to receive more information about our data practices. If you become aware of changes or inaccuracies in your data, you should inform us of such changes so that the data may be updated or corrected. Requests should be submitted in writing as set out below. Once we receive your request, we may verify it by requesting information sufficient to confirm your identity.

You may be entitled, in accordance with applicable law, to submit a request through an authorized agent. To designate an authorized agent to exercise your rights and choices on your behalf, please provide your authorized agent with signed, written permission demonstrating that they have been authorized by you to act on your behalf.

We will not discriminate against you for exercising your rights and choices, including your right not to be retaliated against for the exercise of your rights.

V. Security

We implement appropriate technical and organizational measures to protect your personal information against accidental or unlawful destruction, loss, change or damage. All personal information we collect will be stored on secure servers. When we transfer personal information to our service providers, we will ensure that the recipients also implement appropriate technical

and organizational security measures to protect your personal information. You should understand that no data storage system or transmission of data over the Internet or any other public network can be guaranteed to be 100 percent secure, accurate, complete, or current. Please note that information collected by third parties may not have the same security protections as information you submit to us, and we are not responsible for protecting the security of such information.

VI. Changes to Our Applicant Privacy Policy

We may make changes to it from time to time to better clarify our practices and comply with applicable laws. Changes to this policy will be posted on our career site: https://www.anthropic.com/careers

VII. Contact Information

If you have any questions about this privacy policy or your data rights, please reach out to legal@anthropic.com.