

Recruitment Privacy policy

Last Updated and Effective: May 22, 2018

Overview

Sony Corporation (“Sony”, “we”, “our” or “us”) takes your privacy extremely seriously. This policy relates only to the recruitment services provided via this website, and describes what personal data we collect, why and how we collect it, who we share it with, and how you can contact us if you have any queries or concerns about this information. It also describes your data protection rights (as applicable), including a right to object to some of the processing which we carry out.

Please note that other companies in the Sony group operate a range of other websites, including recruitment. These companies have their own privacy policies, which are generally available from the relevant websites for those products and services.

This website is operated by Sony Corporation on behalf of other companies in the Sony group.

1. Information we collect

What sort of data do we collect?

Sony collects personal data about you to help in the recruitment process. The exact data we collect during the recruitment process can differ depending on the country in which the job is located, and any specifically necessary data will be made clear to you throughout the process. Such personal data consists of:

- **Contact information:** such as your name, address, e-mail address, phone and other contact media.
- **Identification and immigration information:** such as your passport number, government identification numbers (e.g. social security numbers), and details of your eligibility to work.
- **CV/Resume and application information:** such as your education history and work history, other information you choose to provide in your CV/Resume and your responses to questions presented in the website, including details of your eligibility to work.

Personal data about you provided by third parties

The following third parties may provide personal data about you:

- Recruitment agencies that you have selected to search for jobs and submit job applications on your behalf may provide us all the above information about you;
- Third parties that you have selected to provide your references may provide information on your time and performance at previous employment
- Publicly available sources which we use to confirm the information you provide as part of your application

Do we collect any sensitive personal data?

We do collect and process sensitive personal data where it is necessary for the recruitment process and in compliance with all applicable legislation, specifically:

- Passport number

We will explain, when this is collected, whether and why this data is mandatory and our legal basis for the collection.

2. How do we use the information we collect?

We use the information we collect:

- Where necessary for Sony's legitimate interests, as listed below, and where not overridden by your data protection rights:
 - receiving and reviewing job applications;
 - administering and managing your registrations and job applications;
 - recruiting and selecting staff for roles we have advertised and you have applied for;
 - analysing your information in order to improve our future recruitment activities;
 - protecting our legitimate business interests and legal rights. This includes, but is not limited to, use in connection with legal claims, compliance, regulatory, auditing, investigative and disciplinary purposes (including disclosure of such information in connection with legal process or litigation) and other ethics and compliance reporting requirements.
- Where this is necessary for Sony to administer any future contract of employment and employment record;
- Where necessary to comply with a legal obligation:
 - meeting requirements to ensure you are eligible to work under local immigration laws;
 - making deductions from payroll for tax and social security purposes and providing information to tax and social security authorities, as required by law and where you have successfully obtained a role at Sony.
- Where you have given your consent (Where we ask for consent, you are free to withhold or revoke it):
 - send you alerts about new roles at Sony.

3. Sharing information about you

Your personal data will be shared as follows:

- We share some of your personal data with **other Sony group companies, which operate in various countries** (including, for example, the U.S., Japan, and India) to administer and manage group functions, including to manage your registration on the website and your application for a role at Sony.

- Your personal data will also be shared with **companies providing services under contract** to the Sony group, such as JAPAN JOB POSTING SERVICE, Inc. (in Japan), the IT provider of this recruitment portal, and recruitment agencies supporting our recruitment process.
- Personal data will also be shared with **government authorities and/or law enforcement officials** if required for the purposes above, if mandated by law or if required for the protection of our legitimate interests in compliance with applicable laws.

4. International Transfers of your personal data

Sony is a global organisation. For the purposes explained in this policy, your information will be transferred to other companies within the Sony group and 3rd parties in countries such as the U.S. and Japan and other countries we will need to disclose your personal data to on an ad hoc or case by case basis for the purposes for which we collected your personal data., which may not have the same level of protection laws as those in the country in which you are located. Details of the recipients are provided in the 'Sharing information about you' section.

When making international transfers out of EU we use standard contractual data protection clauses, which have been approved by the European Commission. For further information, including to obtain a copy of the documents used to protect your information, please contact us as described in the Contact Us section below.

5. How is this data safeguarded?

We take commercially reasonable steps to protect your personal information. This includes setting up processes and procedures to minimize unauthorized access to or disclosure of your information, and we use reasonable efforts to obtain the agreement of our Affiliates and third-party service providers to take steps to protect the confidentiality, security, and integrity of personal Information we share with them. However, no electronic data transmission or storage of information can be guaranteed to be 100% private and secure.

6. Retention

We will retain your personal data only for as long as we need it for Sony's legitimate interest in accordance with applicable law, to fulfil your application and any following employment contract or to meet a legal requirement, after which we will take steps to delete your personal data or hold it in a form that no longer identifies you.

7. Notice Regarding “Do Not Track” Signals

“Do Not Track” Signals. Your browser settings may allow you to automatically transmit a so called “Do Not Track” signal to websites and online services you visit. Sony currently does not alter its practices when it receives a “Do Not Track” signal. More information is available at <http://www.allaboutdnt.com>. Also note that third parties may collect personal data about your online activities over time and across different websites when you visit our websites or other online websites and services.

8. Privacy Rights Notice

In some countries, including countries in the EEA, you have certain rights with respect to the personal data Sony holds about you. These may include rights to **ask Sony for a copy** of your personal data; to **correct, delete or restrict** (stop any active) processing of your personal data; and to **obtain the personal data you provide in a structured, machine readable format**. In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don’t have to process the data to meet a contractual or other legal requirement). Where we have asked for your consent, you may **withdraw consent** at any time. If you ask to withdraw your consent to Sony processing your data, this will not affect any processing which has already taken place at that time.

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law or have compelling legitimate interests to keep. If you would like to exercise any of these rights, please contact us as described in the Contact Us section below. Also, if you have unresolved concerns, you may have the **right to complain** to relevant data protection authority under applicable law. If you are not certain of the relevant data protection authority, please contact us.

9. Children

To submit a job application via this website you must be 18 years of age or older. If you are under 18 and wish to apply for a job that is advertised on this website, please contact us directly via the Contact Us details below.

10. How do we let you know if our policy changes?

Any policy changes, either due to business reasons or future changes in legislation, will be posted on this page and, if substantial, may be promoted on the Website or through e-mail notification.

11. Contacting us

The data controller for your personal data is Sony Corporation.

If you have questions about this privacy notice or wish to contact us for any reason in relation to our personal data processing (including inquiry about the identity of the relevant data protection authority you may have the right to complain to under applicable law), please contact us via our website [<https://www.global-careers-student.sony.net/u/contact.phtml>] or at the following address: Sony Corporation Corporate Human Resources Division, 7-1 konan 1-chome, minato-ku, tokyo 108-0075, japan.

If you live in the countries in the EEA, United Kingdom, or Switzerland, please contact Sony Europe Limited via [<https://services.sony.co.uk/supportmvc/en/contact/pim>] or at the following address: Sony Europe Limited Privacy Office, The Heights, Brooklands, Weybridge, Surrey KT13 0XW.

We will generally be able to respond to such queries and/or requests within 30 days.