



Privacy Notice for Recruitment and Selection

1. Introduction

This Privacy Notice (“Notice”) was developed by VTEX (“We” or “VTEX”) to demonstrate to participants of selection processes (“Candidate” or “You”) how the processing of personal data works when registering for a VTEX selection process.

You will find information about the types of data we collect, for what purposes it will be used, what your rights are as a data subject, and how to exercise them.

2. Important definitions

Personal data is all information that allows your identification directly or that has the potential to make you identifiable, such as your name, Individual Taxpayer Identification Number, email address, address, access logs to internet applications, connection logs, cookies, among others.

Sensitive personal data are those with content “about racial or ethnic origin; religious conviction, political opinion; union membership or affiliation to organizations of a religious, philosophical or political nature; data referring to health or sex life; genetic or biometric data, when linked to a natural person”.

Processing of personal data means any operation involving personal data, such as collection, use, access, reproduction, sharing, storage, or deletion.

3. How does the processing of personal data work in VTEX selection processes?

Access to vacancies. VTEX makes open job openings available on its careers platform (<https://careers.vtex.com/>) or through the LinkedIn platform (<https://www.linkedin.com/company/vtex/jobs/>). For each opportunity You will find the descriptions and requirements necessary for filling the open position.

VTEX processes personal data originating: i) directly from the Candidate, through the careers or LinkedIn platforms; ii) referrals from an internal employee or headhunter; and iii) from third-party recruiting sources, including third-party websites and external consultants. In this context, VTEX uses the legal basis of legitimate interest in seeking qualified participants for its vacancies, respecting the legitimate expectations of the Candidate.

From the Candidate registration through one of the aforementioned options, the processing of their personal data will take place on the Greenhouse platform, which is the platform used by VTEX to manage its recruitment processes. There is no sharing of the Candidate's personal data with third parties.

Purpose. VTEX processes the Candidate's personal data in order to identify, communicate with, and select qualified participants who are compatible with the needs and requirements of the proposed



position by evaluating the Candidate's skills, experience, and competence. In addition, selection processes may aim to ensure diversity and inclusion at VTEX.

4. What types of data does VTEX collect from You?

VTEX processes the following data categories in its recruitment and selection activities:

- Full name, telephone number, personal email address, proficiency level in English and Spanish, link to Your LinkedIn profile;
- Information provided by You in your CV, such as, but not limited to, address, age, date of birth, nationality, educational qualifications, and employment history;
- If applicable to selection processes aimed at ensuring diversity and inclusion, if you want to provide to us freely and spontaneously with data relating to gender identity, ethnic or racial origin, sexual orientation and disabilities;
- If applicable, a list of family members who work at VTEX and government agencies;
- Any information you provide us during an interview; and
- Test results used as part of our selection process.

The Candidate is responsible for the data provided to VTEX and must ensure that it is relevant, true, and accurate. The candidate must ensure that the information provided does not contain material that is obscene, defamatory, or that infringes any third-party rights; and that it neither contains harmful codes nor violates any laws. In addition, if the candidate provides information relating to any other person, such as individuals that give referrals, the candidate is responsible for all notices and for obtaining the necessary authorizations for VTEX to process such data, as described in this Privacy Notice.

VTEX may use a national identification document to carry out integrity vetting of a different nature on public sources. Such vetting can only take place within the limits of the applicable legislation.

5. Know Your rights as a data subject

You have the following rights regarding your personal information as a data subject:

- a) You can know if we carry out any processing with your personal data and what data is processed;
- b) You can correct or request correction of incomplete, inaccurate, or outdated data;
- c) You can request the anonymization, blocking, or deletion of data that is unnecessary, excessive, or not processed according to the legislation;
- d) You can request the deletion of data collected and used;
- e) You can obtain information about the entities with which we share your data;

To exercise your rights, you can contact our Data Protection Officer (DPO) via email (dpo@vtex.com.br) or through the direct channel (<https://vtex.com/us-en/data-request/>).

6. How long do we process your personal data?



Your personal data will be processed for the time necessary for the progress of the selection process in which You are participating. Under the terms of retention agreed between VTEX and Greenhouse, after 730 days of storage, You will be asked if you wish to remain in our database for future opportunities. If you want your data to be deleted before this period, you must follow the procedure described in point 5 of this Privacy Notice.

7. Questions

Should you have any questions about this Privacy Notice, please contact the Data Protection Officer (DPO) at dpo@vtex.com.br.

8. Update

This Privacy Notice may be updated from time to time.

THE END