

Applicant and Candidate Privacy Notice and Artificial Intelligence (AI) Notice

This notice provides information on how Eleven Labs Inc. and its affiliates (together, “**ElevenLabs**”) processes personal information that it receives when you apply for a position, refer a candidate or are being considered for a role at ElevenLabs.

By continuing with your job application with ElevenLabs you consent (where required by applicable law) to both the processing for this application and other appropriate positions, and understand that this may result in your data being involved in automated decision making and/ or assessment by AI in support of these processes. You can opt-out at any time for being considered for other appropriate positions by contacting us as set out in this Privacy Notice.

Which ElevenLabs entity is responsible for your personal information

The ElevenLabs entity responsible for your personal information is the ElevenLabs entity that would be responsible for your employment if you receive an offer.

Information we collect directly from you

This Notice covers the types of personal information that ElevenLabs may receive directly from you, in all cases if permitted by applicable law.

- **Identifiers and contact information.** This includes your name, email address, mailing address, phone number, photograph, work and personal references and other similar contact data.
- **National identifiers and work eligibility information.** This includes your national identification number, social insurance number, government identification number, country, region, and city of birth, nationality, citizenship status, visa status, residency and work permit status, and immigration information.
- **Employment history and background check information.** This includes your resume, Curriculum Vitae, work history, professional background, information associated with social media platforms (e.g., social media handle) or professional networking sites (e.g., LinkedIn profile), credit history, criminal records, and other information revealed during background screenings.
- **Educational information.** This includes your educational history, academic degrees, and qualifications, certifications, and skills.
- **Sensitive personal and biographical information.** This includes information requiring special handling related to racial, gender and ethnic origin, religious beliefs, trade union membership, health and medical information, including disability status, political opinion or associations, sexual orientation or practices, military service or criminal record, and account login with a password.
- **Video interviews.** The interview process may use a video recording technology to capture your interview session for the purpose of assessing your qualifications for the position to which you have applied and/or suitability for future hiring opportunities.
- **On-premise security and access information.** We monitor our offices and other workplace facilities through video monitoring and badge scans for security purposes, subject to the requirements of local law and internal policy.

- **Other information.** Any other information you voluntarily submit to us in connection with your application for employment (e.g., compensation history or professional portfolio), including that which you provide via webform, during an interview, or as part of other forms of assessment.

Information we collect about you from other sources

The following lists the types of personal information that ElevenLabs may receive from other sources (which may include sensitive personal information, depending on the jurisdiction where you reside) including:

- **Third-Party Sources:** We may receive your personal information from a variety of third-party sources, including employment screening agencies, background check agencies, recruiting agencies, service providers, former employers, educational institutions, and publicly available information on websites or social media (e.g., LinkedIn, when relevant for recruitment purposes and allowed by law). For example, if you register to be contacted by prospective employers on another website, that website may share your personal information with us.
- **Third-Party Login Mechanisms:** If you choose to connect your job application via a third-party login mechanism (e.g., Facebook, Google, or LinkedIn login), we will collect information from those third parties according to your privacy settings on their services. This information could include your name, language preference, birth date, profile picture, and similar details.
- **Referrals from Individuals:** Other individuals may also provide us with your personal information. For example, if a friend believes you might be interested in a job at ElevenLabs, they might share your contact details and resume with us.

How do we use the information we collect?

We may combine the personal information we receive from various sources with the personal information we collect directly from you. The table below outlines the business purposes for which ElevenLabs may use your personal information, the specific types of information processed, and the lawful basis for processing, as required by applicable law.

Types of Information	How we use it	Legal Justification (where applicable)
Contact Information, Information on Right to Work in Country of Hire, Preferences.	To communicate with you during the recruitment process	Pre-contractual necessity; Legitimate interest in communicating with potential candidates.
Contact Information, Information on Right to Work in Country of Hire, Preferences.	To communicate with you in relation to open role positions which may be of interest to you	Legitimate interest in communicating new opportunities to potential candidates.
Contact Information.	To arrange to send a laptop and/or mobile phone to a Candidate prior to their first day	Legitimate Interest in providing prospective employees with essential work equipment to carry out their duties.
Contact Information, Employment History, Information on Right to Work in Country of Hire, Education History, Information Related to Candidate Screening and Assessment.	To evaluate your attributes, qualifications and skills to determine if you are eligible for the role	Legitimate Interest in determining the skills and qualifications of a candidate.
Contact Information, Employment History, Information on Right to	To prepare for interviews or screening discussions	Legitimate Interest in identifying candidates qualified for open roles.

Work in Country of Hire, Education History.		
Contact Information, Identity Verification Documents, Date of Birth, National ID/Tax ID Number, Education History, and any information or activity on social media profiles (whether professional or personal) that are publicly accessible.	To conduct a background check where lawful to do so and where such checks are considered relevant to the role	Legitimate interests (or consent to the extent legally required)
Information on Right to Work in Country of Hire.	To verify employment authorization/eligibility in the country of hire	Compliance with a legal obligation (i.e., to ensure an employee has the right to work under applicable laws)
Personal information ElevenLabs processes as listed herein	To facilitate internal research, analysis, internal reporting, including research/analysis/reporting in relation to diversity and inclusion, business talent needs, business planning, and improving recruitment processes	Legitimate Interest for the rest of the information discussed in this Candidate Notice; Consent to the extent legally required.
Demographic Information	To evaluate our diversity and belonging efforts. Candidates may optionally choose to self-identify their race/ethnicity, gender identity, sexual orientation, age, and disability. These answers will help us evaluate our diversity and belonging efforts. You do not have to answer these questions and it will not impact your application.	Consent to the extent legally required

Automated decision-making in our recruitment practices

ElevenLabs may use an automated decision-making tool (“Tool”) that increases the robustness of our recruitment practices in certain cases when (i) you apply for a new position; and (ii) your personal information is included in our talent pipeline. We do not make recruiting or hiring decisions based solely on automated decision-making or profiling (as those terms are defined under applicable local laws).

The Tool considers your suitability for a specific position based on three areas set by the hiring manager: skills, location and job titles. The better the fit with the requirements for the open position, the higher your profile will rank for these criteria. It is important to note that our internal recruiters do not solely rely on the Tool, but it may assist to prioritize applications. They are trained and empowered to use their personal judgment and experience, and do not have to follow the pre-ranking suggested by the Tool.

The Tool does not consider other factors such as (if applicable) visa requirements, relocation willingness and salary expectations. These are still manually evaluated by our recruiters. Apart from your personal information relating to these three criteria, your other personal information is not processed by the Tool. The Tool is used solely by the internal HR recruiters of ElevenLabs. Your personal information is not used to train AI models.

Other Uses: We may aggregate or de-identify the information we collect to limit or prevent the identification of any specific individual. This helps us achieve goals such as research and recruiting. For example, we might analyze trends in job applications and candidate life cycles, generating reports in an aggregated and de-identified or anonymized format. Once information is anonymized and no longer considered personal information under applicable data protection laws, this notice no longer applies.

When and with whom we share your information

ElevenLabs utilizes various third-party tools and service providers to help us operate and achieve the business purposes outlined above. We may share your information with these service providers and other relevant third parties to support these efforts. When we do so, we take commercially reasonable steps, both technically and contractually, to ensure they protect your information as diligently as we do. ElevenLabs does not sell applicants' personal information, nor do we share it for cross-context behavioral advertising purposes.

Subject to applicable law, including consent (as required), we may disclose personal information in the following circumstances:

- **Internal Use:** Your personal information may be shared with personnel involved in the recruiting and hiring processes or third-party administrators for recruitment or other legitimate business purposes.
- **Service Providers:** We may share your personal information with service providers to support services such as recruitment, talent acquisition, technology services, background checks (where permitted by law), and employment history checks. We have contracts in place to ensure these providers safeguard and properly use your personal information.
- **Affiliates:** Your personal information may be shared with affiliates under common ownership or control of ElevenLabs for recruitment, resource planning, and other legitimate business purposes, such as HR administration and general business operations.
- **Recruitment Agencies:** We may share your personal information with recruitment agencies to whom you have provided your details or have made your information publicly accessible.
- **Employers or References:** When you apply for a position at ElevenLabs, we may need to disclose personal information to verify your employment history or references with your previous or current employers.
- **Public or Government Authorities:** We may disclose your personal information to comply with legal obligations, regulations, or contracts, or in response to a court order, government audit, or other legal processes. This includes situations where there are threats to physical safety, violations of ElevenLabs policies, or to protect the legal rights of third parties, including our employees, users, or the public.
- **Exercising Legal Rights:** We may disclose certain personal information to seek legal advice from our external lawyers or in connection with litigation involving a third party.
- **Corporate Transactions:** In the event of a reorganization, sale, merger, consolidation, joint venture, assignment, transfer, or other disposition of all or part of our business, assets, or stock (including during bankruptcy proceedings), your personal information may be disclosed or transferred to relevant third parties.

- **Consent:** We may disclose your personal information in other ways if you have given us consent to do so.

How long we retain your personal information

We retain your personal information only as long as necessary to fulfill the purposes for which it was collected, except where a longer retention period is required or authorized by applicable law. The duration of retention depends on the specific purposes for which the information was collected and used, and our compliance with applicable legal requirements as outlined in our records retention policy and data handling standards.

Generally, we retain your personal information to comply with legal retention obligations or statutory requirements. For instance, if you are offered and accept a job at ElevenLabs, certain information will be retained in your personnel file. If you are not offered a position or choose not to accept an offer, we will keep your information on file for future job opportunities that may suit your profile, unless you request its deletion by contacting us at legal@elevenlabs.io

In cases where technical limitations prevent deletion or anonymization, we implement adequate technical safeguards to protect your personal information. We limit active use of such information by enforcing appropriate organizational, technical, and security measures.

International transfers

ElevenLabs has employees and contractors working worldwide, including in Europe. If you apply for a position in Europe, the UK, or Switzerland, your personal information is controlled by the specific ElevenLabs entity to which you applied. We may transfer your data to the United States to centrally process all candidate information, facilitating the recruitment and onboarding process. When transferring your information across borders, we take steps to ensure its protection.

Your information may be transferred to other ElevenLabs locations and service providers located in different regions, including the United States (where we are headquartered). When sending your personal information outside of Europe, we comply with European laws and implement appropriate safeguards such as Standard Contractual Clauses.

Notice to UK, EEA, EU, and California candidates

When ElevenLabs has obtained your consent to process your personal information, you have the right, under applicable law, to withdraw that consent at any time with future effect. If you choose to withdraw your consent, it will not affect (1) the lawfulness of any processing conducted by ElevenLabs prior to the withdrawal, or (2) ElevenLabs' continued processing of some or all of your personal information under other legal bases, where applicable.

Please note that we may need to verify your identity before facilitating or enabling you to exercise your personal information rights. This may require you to provide certain information when submitting such requests. Under applicable law, you may also submit personal information requests through an authorized agent. In such cases, we may request additional information to verify the authenticity of the request and the agent's authorization to act on your behalf.

Please also note that you have the rights to:

- Correct, update, and access your personal information, as well as obtain information about how we process it.
- Request the rectification of any inaccuracies in your personal information that we hold.

- Request that we cease or suspend the processing of your personal information.
- Request the deletion of your personal information.
- Request the portability of your personal information to another service provider.
- Request that we restrict our processing of your personal information, including the limitation of sensitive personal information (where applicable).
- Object to certain processing activities, such as profiling based on our legitimate interests or automated decision-making.
- Lodge a complaint with the relevant data protection supervisory authority in your jurisdiction. If you live in the European Economic Area, you have the right to lodge a complaint with ElevenLabs lead supervisory authority, the Data Protection Commission, or your local supervisory authority.

How you can reach us

If you would like to ask about, make a request relating to, or complain about how we process your personal information, please contact legal@elevenlabs.io