

Employment Privacy Policy

Date: October 24, 2025

Anthropic (“we,” “us,” “our”) is an AI safety and research company working to build reliable, interpretable, and steerable AI systems. This Employment Privacy Policy (“Policy”) explains how we collect, use, disclose, and otherwise process personal information in the context of your application for employment or employment with us if you are 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

You may not be required to provide us with certain personal information requested and the provision of such information is voluntary. However, some personal information is necessary for the purposes described in this Policy. Therefore, if you fail to provide certain personal information, we may not be able to enter into an employment arrangement with you or subsequently perform our obligations to you both under your employment arrangement and in compliance with legal requirements. For example, you must provide us with your government-issued identification number so we can verify your identity and authorization to work.

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. In addition to the purposes noted below, we generally process personal information collected from applicants and the workforce to manage our business, manage our workforce, address legal obligations, fulfill our obligations under employment agreements, and maintain the safety, security, and rights of us, our employees, and others.

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
Identifiers , Such as your name, date of birth, passport, visa, driver’s license,	We use this information to identify you, verify your identity, and address legal obligations.

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

government-issued identification numbers, vehicle registration and signature.	
Personal contact details , such as your 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.
Professional or employment-related information , such as position applied for, previous roles, job description, responsibilities and assignments, years of service, qualifications and experience, background check information, and 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 and government contracts.
Protected characteristics, such as gender, age (over 40), military or veteran status, race, ethnicity and disability status, etc.	We use this information for accommodations and benefits purposes and to address reporting requirements.
• Education information, such as information about where you attended school, your academic history, certifications, and GPA.	We use this to assess your qualifications and suitability for current or prospective job roles and for workforce management.
• Financial information, such as salary, compensation history, pension and benefit allowance information, payroll records, your bank account information, tax status or expenses, etc.	We use this information to fulfill our employment and legal obligations, and to manage our workforce.
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.

Sensitive personal information , as described below.	
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We collect the following categories of personal information about you directly from you, which may be considered sensitive in some jurisdictions:

Personal Information	How we use this information
• Information about personal characteristics: Such as your nationality, race or ethnicity, disability status and trade union membership, where required by applicable law or provided voluntarily by you.	We use this information for accommodations and benefits purposes and to address reporting requirements.
• Information about your health: Such as any medical condition, vaccination status and/or disability, or information collected during health screenings where applicable.	We use this information for accommodations purposes, to render assistance, manage the workforce and benefits, and address legal obligations.
• Information regarding precise geolocation: when used for health and safety purposes and/or on or in connection with	We may use this information to manage the workforce and maintain the safety and security of our employees, work locations, systems, and assets.

project site and system access, travel to/from project sites in hard-to-reach locations, or for emergency purposes.	
• Biometric information: such as your voice or face embeddings used for product development, testing, and enhancement.	We use this information for product development, testing, and enhancement purposes, provided on a voluntary basis.
• Other information: Such as your social security number, driver's license, passport number, or similar government ID and bank account information (e.g. for processing payroll).	We use this for identity verification and to address legal obligations.

When we collect your personal information, we will inform you if the information is mandatory or optional.

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

Personal Information	How we use this information
Evaluation and appraisal information, including inferences , such as comments and notes made by interviewers or other	We use this information to process and assess your application or performance in your job role, including assessing your suitability for a

employees in connection with your application or employment.	role, and to assess compensation and eligibility for certain benefits.
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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.

We collect the following categories of personal information about you automatically through our website, through your use of certain tools, or via other methods.

Personal Information	How we use this information
• Identifiers: Such as your IP address, usernames and passwords.	We use this information for security purposes and to provision and monitor access to and use of our systems.
• Internet and other electronic network activity: Internet or other electronic network activity information, including	We use this information to monitor and assess how applicants and our workforce are interacting with our systems for

browser type and operating system; browsing history, clickstream data, search history, and information regarding your interaction with an internet website or application, including access logs, uploads and downloads, and other activity information.	purposes of improving our processes, promoting the security and safety of our workforce and assets, and enforcing our rights and policies. We may, as permitted by law, monitor all information created, transmitted, downloaded, received, or stored in Anthropic systems or assets.
• Audio, electronic, visual, or similar information: Such as professional photographs, photographs taken in the workplace/worksites or event locations, CCTV footage, and call recordings.	Photographs may be used for internal or external promotions, subject to any authorizations that may be required by law. CCTV and call recordings are collected for training, quality assurance, safety, and security purposes.

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 may disclose any of the personal information we collect 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 and employee 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 as set out below.

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 may request that you or your authorized agent provide information such as your email address, name, employee ID, employment details (such as entity employed with, employment

dates and location), date of submission, relationship to us, and the nature of your request so that we can verify your request.

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.

We do not “sell” or “share” the personal information described in this Policy (as those terms are defined under applicable local law). We do not use or disclose your sensitive personal information for purposes other than permitted under applicable law.

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.