

## JOB APPLICANT PRIVACY NOTICE

IMCD respects your privacy and is committed to protecting your personal data. This Job Applicant Privacy Notice will inform you how we will use and store any personal information you give us when you apply to work at IMCD.

### RESPONSIBILITY

Any personal information provided to or collected by IMCD is controlled by IMCD N.V., a company registered in the Netherlands under registration number 51470497, with registered address at Wilhelminaplein 32, 3072 DE Rotterdam, the Netherlands.

When you apply for a position with an IMCD subsidiary, this subsidiary is a joint controller with respect to your personal information. Both IMCD N.V. and the IMCD subsidiary by which you are employed are referred to jointly as "IMCD" in this Job Applicant Privacy Notice.

### COLLECTION AND PROCESSING OF PERSONAL INFORMATION

In connection to your application, IMCD will collect, use and store the following categories of personal information about you:

- the information you have provided to us in your curriculum vitae (CV) and the personal data contained in your covering letter, or on our application form, which may include:
  - name, title, (home) address, telephone number, personal email address;
  - date of birth, gender, identification number, nationality and information on entitlement to work in the country where you apply for;
  - profession, employment history, educational achievements and qualifications, professional memberships, , diplomas, languages, computer skills and/or social media accounts;
  - (only) if relevant for the specific job that you apply for: information about medical or health conditions, including whether you have a disability for which IMCD needs to make reasonable adjustments;
  - (only) if required by any local law: equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.
- any personal information you provide us during interview, meetings or other assessments.
- any personal information provided to us about you by your referees (if applicable).

We collect this information from you, your named referees (if applicable), employment background check providers or from publicly accessible sources, such as LinkedIn, etc. where we collect your full name, email, work history and other data included on your profile. We may also collect personal data information from credit reference agencies and/or from criminal records checks permitted by law.

### PURPOSE OF COLLECTING AND PROCESSING

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role you apply for.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

With your consent, the information that you provide us will be searchable and allow us to consider you for other positions that the positions you applied for.

Some special categories of personal information, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where IMCD processes other special categories of personal information, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purposes of compliance with local laws and/or (mandatory) equal opportunities monitoring. Data that IMCD uses for these purposes is anonymised or is collected with your express consent, which can be withdrawn at any time. Candidates are entirely free to decide whether to provide such data and there are no consequences of failing to do so.



**NOT PROVIDING PERSONAL INFORMATION**

If you fail to provide personal information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we may not be able to process your application further. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

**DATA RECIPIENTS**

Your information may be shared internally within IMCD, including with members of the (group or local) HR and recruitment team (which may include local office assistants), managers in the service / business area of the position for which you apply and the (group or local) finance team.

IMCD may share your information with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain, if applicable and/or required for certain employment positions, criminal records checks.

Where IMCD engages third parties to process personal information on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

**DATA TRANSFER TO OUTSIDE OF THE EU**

In case you apply for a role at an IMCD subsidiary abroad, IMCD may transfer certain personal information to recipients outside the EU. IMCD will ensure that for such transfers, appropriate safeguards, such as EU contractual clauses, are implemented. More information about such data transfers and safeguards can be provided upon request.

**SECURITY**

IMCD takes the security of your data seriously. IMCD has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Access to HR systems is restricted to management and HR staff on a need-to-know basis.

**PERIOD OF STORAGE**

IMCD will keep your personal information for the duration of the application job procedure and a period of 12 months after such procedure has ended. If you are hired or if there are legal requirements to do so, your data may be kept longer.

**YOUR RIGHTS**

As an applicant you have the right to see, correct, limit, delete and/or transfer your personal data and the right to lodge a complaint. Where IMCD has requested your consent, you may withdraw such consent at any time.

You can exercise these rights by contacting us by postal mail to:

IMCD Group B.V.  
(for att. of the Privacy Officer)  
Wilhelminaplein 32  
3072 DE Rotterdam  
The Netherlands

**UPDATES**

This notice was last updated on 15 May 2020. We may update this notice from time to time. Please see our website for the most current version.

