

Privacy Notice for Job Applicants in the European Economic Area (EEA)

Last updated: May 21, 2018

This privacy notice describes how we collect and use personal information during the recruitment process applicable to our operations in the UK, Belgium and elsewhere in the EEA. This notice is issued in accordance with the General Data Protection Regulation (2016/679) (GDPR) on behalf of Vertellus Foreign Holdings LLC and its majority-owned subsidiaries¹ (“Vertellus,” “we,” “us,” and “our”).

By means of its operations in the EEA and via its legal entities in the United Kingdom and Belgium, Vertellus Specialties UK Ltd, Vertellus Specialties Belgium NV, and Vertellus Chemicals SA, Vertellus is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection law to notify you of the information contained in this privacy notice.

This notice applies to all job applicants. We may update this notice at any time.

It is important that you read this notice so that you are aware of how and why we are using such information.

1. Data Protection Principles

We will comply with data protection law applicable to our business and operations. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we told you about; and
- Kept securely.

3. The kind of information we collect, store and use about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We will collect, store, and use the following categories of personal information about you:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- date of birth;

¹ Nothing in this Privacy Notice is intended to override or minimize the corporate distinctiveness of the various Vertellus entities. References to corporate relationships do not necessarily represent a reporting structure.

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- gender;
- national Insurance number;
- recruitment information (including copies of right to work documentation, educational background, references and other information included in a CV or cover letter or as part of the application process);
- prior employment records (including job titles, work history, working hours, training records and professional memberships);
- compensation history; and
- as you may elect to provide, photographs.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- information about your race or ethnicity;
- information regarding disabilities, work restrictions and accommodations; and
- information about criminal convictions and offences, where permitted by applicable law.

4. How is your personal information collected?

We collect personal information about job applicants through the recruitment process, directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies.

5. How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to administer the recruitment process;
- Where we need to comply with a legal obligation; or
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests); or
- Where it is needed in the public interest.

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6. Situations in which we will use your personal information

We need all the categories of information in the list above (see “[The kind of information we hold about you](#)”) primarily to allow us to administer the recruitment process [1], to enable us to comply with legal obligations [2] and, in some cases, to pursue legitimate interests of our own or those of third parties [3], provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below. We have indicated by [number] the purpose or purposes for which we are processing or will process your personal information, as well as indicating which categories of data are involved.]

- Making a decision about your recruitment or appointment [1,2 &3];
- Checking you are legally entitled to work in the jurisdiction of engagement [2];
- Assessing your qualifications for the role applied for [1&3];
- Compliance with any applicable education, training and development requirements for the role applied for [2&3];
- Ascertaining your fitness to work in the role applied for 1&2;
- Complying with health and safety obligations [2];
- To conduct data analytics studies to review recruitment patterns [3]; and
- Equal opportunities monitoring [2&3].

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

7. If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to administer the recruitment process, or we may be prevented from complying with our legal obligations (such as to ensure your health and safety).

8. Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

9. How we use sensitive personal information

"Special categories" of sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

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- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations and in line with the Vertellus data privacy policy and procedures.
- Where it is needed in the public interest, such as for equal opportunities monitoring, and in line with our data protection policies and procedures.
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

10. Our obligations as an recruiter

We will use your particularly sensitive personal information in the following ways:

- We will use information about your physical or mental health, or disability status, to assess your fitness to work and to ensure your health and safety in the workplace;
- We will use information about your race or national or ethnic origin to ensure meaningful equal opportunity monitoring and reporting; and
- We will use information about criminal convictions to assess suitability for the role and in accordance with applicable law and as further described below (see “Information about criminal convictions”).

11. Do we need your consent?

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

12. Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policies and procedures.

Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

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We envisage that we will hold information about criminal convictions. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of you working for us.

13. Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

14. Data sharing

We may have to share your data with third parties, including third-party service providers and other entities in the group. Third-party service providers include those engaged in payroll, pension administration, benefits provision and administration and IT services.

We require third parties to respect the security of your data and to treat it in accordance with the law.

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

We will share your personal information with third parties where required by law, where it is necessary to administer the recruitment process or where we have another legitimate interest in doing so.

15. Transferring information outside the EU

We will share your personal information with other entities in our Vertellus group as part of our regular reporting activities on company performance, in the context of a business reorganisation or group restructuring exercise, for system maintenance support and hosting of data and for other uses described above.

As an organisation with a presence in more than one country, we may from time to time transfer your personal data to our Vertellus offices worldwide for the purposes identified above. Separately, personal data may also be transferred to third parties who are contracted to provide specific functions on our behalf, e.g. and to other third parties who will process personal data in their own right. In all cases the transfer may be between parties within the EEA or parties in the EEA and other countries.

We will take all necessary measures to ensure that transfers out of the EEA are adequately protected as required by data protection law. Such measures may include standard data protection clauses adopted by the European Commission or by a supervisory authority, together with binding and enforceable commitments of the recipient.

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16. Data security

We have put in place measures to protect the security of your information.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

17. Data retention - How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes for which it is collected, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. When we no longer need your personal information, we will securely destroy it in accordance with applicable laws and regulations. If you accept an offer made by us, the personal data we have obtained from you during the recruitment process will be retained for the duration of your employment or engagement (as applicable) and you will be issued with a new privacy notice which will explain our practices for the collection, use, and other processing of your personal data.

18. Rights of access, correction, erasure, and restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request").
- Request correction of the personal information that we hold about you.
- Request erasure of your personal information.

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- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information.
- Request to receive your personal information in a structured, commonly used and electronic format and request the transfer of that data to a third party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Vertellus recruitment representative in writing.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Vertellus recruitment representative. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

19. Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact our Vertellus recruitment representative or send an inquiry to privacy@vertellus.com.