

## **APPLICANT PRIVACY NOTICE**

Ecolab and Ecolab group companies respect the privacy of job applicants and employees and is committed to complying with applicable privacy laws in every country in which we operate. The information you provide on this careers website now and in subsequent applications will be held and processed by or on behalf of Ecolab for purposes related to your registration of interest in current or future employment with Ecolab and the processing of your application for employment. By consenting to collection and processing of your information through the careers website and application process, you are consenting to the use of your application information by Ecolab consistent with the Applicant Privacy Notice. Further, if your application is successful, the information you have provided through the careers website will be used by Ecolab for employment purposes, and [Ecolab's Employee Notice of Data Privacy Policies and Procedures](#) shall apply to your personal information.

Contents of the Applicant Privacy Notice:

1. Collection of Your Personal Information
2. Use of Your Personal Information
3. Retention of Your Personal Information
4. Disclosure of Your Personal Information
5. Transfer of Your Personal Information
6. Information for Applicants in the European Union
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### **1. Collection of Your Personal Information**

Ecolab collects information consistent with what is allowed by law in your country of residence. You can decide what personal information you provide to us through the application process, but, as indicated in the application, some information is required in order to be considered for employment. To help in the recruitment process, we collect personal information about you from your profile, resume/CV, and in some circumstances from external assessors. You will be notified at the appropriate time if an external assessor is used as a part of your application process.

The specific information collected from an applicant varies based a particular position, but generally, the information collected from all applicants includes, but is not limited to, the following:

- Contact Information (name, home address, home phone number, personal email)
- Employment history
- Education
- Experience, licensure, and technical skills

Some positions may require more detailed information beyond that stated above. Sensitive personal data (age, race, place of birth, national identification number, etc.) will only be captured when it is legally permissible in your country of residence.

### **2. Use of Your Personal Information**

We use the personal information that you provide to Ecolab in order to process your application for employment. Further, we may use your personal information in order to contact you regarding other recruitment opportunities, provide you with general information about working at Ecolab, and respond to your queries and requests. The personal information you provide may be used by a third party service provider to enable of the previously stated purposes.

In applicable countries, the information that you provide in the equal opportunities section of this application form will be used for the sole purpose of monitoring equal opportunities within Ecolab.

Under no circumstances will the information you provide be used for marketing purposes.

### **3. Retention of Your Information**

If your application is successful, the information provided via Ecolab's career website will be used in the administration of your employment consistent with [Ecolab's Employee Notice of Data Privacy Policies and Procedures](#), which you will be presented with and have access to once you start your employment at Ecolab.

If your application is unsuccessful, you agree that Ecolab may retain and use the information which you provided in your application to deal with any matter which may arise in connection with your application, for purposes of contacting you in connection with ongoing recruitment opportunities, as well as for data analysis, general management and business purposes. Ecolab may retain your personal information for up to 12 months from the date you last applied for employment at Ecolab. After that period, your data will be deleted from Ecolab's databases, unless the legal provisions provide otherwise.

You have the option to withdraw yourself from a particular requisition at any time, and, through the applicant portal, you have the ability to delete or modify your information. Although you may request that your information be deleted from our database at any time, we may retain certain information related to your particular application in order to meet legal or records retention requirements in your country of residence. If you have requested deletion, the information will be purged when no longer required by law. Full instructions on both these options are detailed in your candidate account.

You can update your contact details at any time by visiting your candidate account and updating your information accordingly.

*Notice to the applicants from the European Union:* See the additional information in Section 6 below.

### **4. Disclosure of Your Personal Information**

Access to your personal information is limited within Ecolab to those persons necessary for consideration of your application and with the appropriate information security assignments. To complete the evaluation of your application, this access may include individuals within the Ecolab group companies but outside your country of residence. If transferred outside your country of residence, your data is protected consistent with the language of this notice. If your application is not accepted and you have consented to Ecolab's retention of your data, access is limited to those persons necessary to maintain that information and keep you informed of ongoing opportunities with Ecolab. As with your initial application, access may include members of Ecolab's recruiting team within the Ecolab group companies but outside your country of residence.

To achieve better quality in the processing and administration of applicant data, Ecolab has entered into contracts with third parties to carry out processing on behalf of and only according to Ecolab's instructions. When data is disclosed to third parties, those parties are bound by confidentiality and data protection agreements and are required to keep your data secure consistent with the laws in your country of residence.

The third parties appointed by Ecolab may also use their own third parties (sub-processors) to carry out some of their processing. These sub-processors are also under the duty to maintain appropriate levels of security and confidentiality and only use the information as instructed consistent with the laws in your country of residence.

### **5. Transfer of Your Personal Information:**

Since Ecolab operates globally, the information you submit may be transferred outside your country of residence to the US as well as other jurisdictions. Such transfers are performed consistent with the laws in your country of residence. The purpose of such a transfer is limited to the purposes described here.

## **6. Applicants from the European Union:**

Ecolab warrants that it complies with the applicable European Data Privacy Laws, in particular EU Regulation 2016/679 (General Data Protection Regulation or GDPR), and Ecolab utilizes and adheres to the provisions laid down in the EU Standard Contractual Clauses released by the EC on 5 February 2010 and notified under document [C\(2010\) 593](#).

Further, you are aware that you have the following rights as a data subject under the conditions defined in section 15 GDPR such as: the right of access regarding the data concerning your person, the right to rectification, the right to erasure or restriction, right to object of processing, the right to deny the permission of data processing and the right to data portability. You are also aware that you have the right to lodge a complaint regarding the processing of your data with your countries supervisory authority regulating data protection. In case the data processing is based on consent, you also have the right to withdraw your already granted approval at any time.

## **7. Changes to This Policy and Questions:**

Ecolab reserves the right to modify this Notice from time to time in order that it accurately reflects the law and our data collection principles. When material changes are made to this Notice, Ecolab will post the revised Notice. We encourage you to check back at the careers website, in order to be aware of the most recent version of this Notice.

If you have any questions or comments about this Notice as applicable to your personal information, or if you require access to your personal information held by Ecolab. Please contact Ecolab through the careers website or at the following:

Email: [dataprivacy@ecolab.com](mailto:dataprivacy@ecolab.com)

Phone: 844-880-8355