

CANDIDATES' PRIVACY NOTICE

Introduction

Syngenta is committed to protecting and respecting the privacy of all individuals. We strive to always ensure accountability and transparency with regards to the handling of your personal data.

For purposes of this Notice, "Syngenta," "we," "us" and "our" each means Syngenta Crop Protection AG (Rosentalstrasse 67, 4002 Basel, Switzerland) and/or the applicable Syngenta affiliates processing personal data.

Our privacy statement describes (hereafter referred to as "**Privacy Notice**") how and why we collect and use personal data in connection with our recruitment activities. It applies to individuals making applications for employment to us or those who are making an application on behalf of a candidate (such as recruitment agencies).

If your application is successful, we may carry out pre-employment screening checks as part of our onboarding process. Depending on the role you have applied for and its location, these checks may include criminal records checks (when permitted by, and subject to, applicable legislation).

Collection of personal data

We will collect the following personal data in connection with our recruitment activities:

Much of the personal data we collect as part of our recruitment process is provided by you, namely:

- Contact details (name, address, email, telephone number);
- Photographs to verify your identity;
- Areas of interest;
- Username and password to create an account with us in order to apply for a role;
- CV, experience, employment history, education, academic and professional qualifications;
- Information about your current level of remuneration and/or salary expectations;
- Information provided as part of interviews and assessments;
- Diversity and equal opportunities data (only where permitted/ required under local law and provided voluntarily);
- Biometric data in connection with right to work checks (where applicable)

We also create personal data during our recruitment activities with you:

- Interview notes from interviews
- Assessment results and feedback from online and face-to-face assessments/tests, and
- Employment offer details.

If your application with us is successful, we will collect:

- Additional information as part of our pre-employment screening process (background checks, qualifications and professional status, employment history and referencing for example);
- Bank account details, national insurance number (or similar such as social security number) and tax status.

We also collect personal data from third party sources such as:

- Recruitment platforms and websites including LinkedIn, which is where we collect your LinkedIn credentials in order to automatically gather your public profile data to build your profile as a candidate in the system. Those credentials are at no point stored in our system. If you have registered through LinkedIn with the same email address as the one in our Applicant Tracking System, then a Syngenta recruiter will be able to open directly your LinkedIn profile via our Applicant Tracking System and access your public profile information.
- References from your named referees;
- Information from your referrer (where applicable);
- Verification of information you have provided to us during the recruitment process by contacting relevant third parties (for example, previous employers, education and qualification providers) or using publicly available sources (for example, to verify your experience, education and qualifications, and financial status);
- Information from social media sites that you are a member of about your engagement with our recruitment campaigns.

Use of personal data

We process personal data to attract and secure the best talent to work with us as follows:

- To attract talent and market opportunities at Syngenta including by arranging, hosting and participating in events, marketing and advertising our job opportunities, and using recruiters to help find talent for us.
- To identify and source talent including by searching our existing talent pool and publicly available sources (such as social media and job websites of which you are a member).
- To process and manage applications for roles at Syngenta and evaluate you for open positions that match your interests and experience throughout the Syngenta network.
- To manage your candidate profile, send you email notifications and other announcements, request additional information or otherwise contact you about your application.
- To screen and select talent by evaluating your suitability for employment with Syngenta, including through face-to-face interviews, video interviews, and online assessments.
- To hire and onboard talent by making offers of employment and carrying out pre-employment screening checks (which vary from role to role and their location).
- To conduct statistical analyses and create internal reports, for example regarding usage of our careers' websites on our recruitment activities, and analysis of candidate sourcing channels.
- To administer and manage our careers websites and other recruitment tools and solutions.
- To communicate with you about careers at Syngenta.
- To make reasonable adjustments to our selection processes (including using health and other special category data as outlined below).
- Any other purposes stated when you provide your personal data information to us.

Legal basis

This processing is necessary for the purposes of the legitimate interests to manage our recruitment process, including to assess and confirm suitability for employment.

Where applicable, we carry out pre-employment screening checks for the following purposes:

- To comply with our legal obligations to ensure an individual is eligible to work in the country that they are seeking employment and to report information to relevant authorities as part of Syngenta sponsored visa applications.
- For our legitimate interest or that of a third party to carry out pre-employment screening including a full background and criminal records check, depending on the role: (i) to establish whether an applicant has committed an unlawful act or been involved in dishonesty, malpractice or other seriously improper conduct; or (ii) to comply with government and public sector clearance requirements.

When permitted by (and subject to) applicable legislation, we collect and use information about race, gender and nationality, biometric and health data for the following purposes:

- For our legitimate interests to manage our recruitment process, including to assess and confirm suitability for employment
- For reasons of substantial public interest, including (in certain jurisdictions) to identify or keep under review the existence or absence of equality of opportunity or treatment.
- For carrying out our obligations and exercising our specific rights under employment, social security and social protection law and for health and social care purposes, including to comply with our legal obligation to make reasonable adjustments (for example, as a result of the outcome of a pre-employment medical assessment), and, if your application is successful, to provide information on relevant Syngenta support and access to relevant Syngenta networks.
- If necessary, for the establishment, exercise and defence of legal claims.

Automated decision-making

When you apply for a role, resume parsing tools will scan your resume and extract all relevant information into our Applicant Tracking System.

Your application information will be compared to the job advert you applied to, and a score for that application will be calculated. Each application is scored relative to the job you are applying for, so if you apply for more than one job will have multiple, independent scores.

On occasion, we may utilise online testing and assessment. Your scores and the results of these assessments are reviewed by recruiters who then manually progress or reject the application.

We do not use solely automated decision making for recruitment of our positions.

When and how we share personal data and locations of processing

Personal data processed by us in connection with our recruitment activities may also be transferred to:

- Other Syngenta affiliates

Your personal data will be provided to the Syngenta that has posted the position for which you are applying. It will also be provided to other Syngenta member companies where (i) the role you are being considered for involves working with other Syngenta member companies and (ii) it assists with their recruitment and employment activities (for example, if they are recruiting for a role that matches your interests and experience). For a detailed list of our legal entities, please [click here](#).

- Service providers who assist us in the design, maintenance of our internet-based tools and applications, as well as these providers that assist in preparing of reporting and statistics, printing materials and design of our products.
- Talent management providers who assist us in the context of online recruitment.
- Recruitment Process Outsourcing partners who manage the end-to-end recruitment process for Syngenta.
- Third party organisations that provide background checking and pre-employment screening, applications/functionality, data processing or IT services to us. The products and services we use differ depending on the role (apprentices, undergraduates and graduates; experienced hires, summer harvest and other temporary positions).
- Employment agencies or recruiters acting on your behalf.
- Government and regulatory agencies as required by, and in accordance with, applicable law or regulation.

Service providers to whom personal data is transferred are required by contract to use the personal data we share with them only to perform services on our behalf and to take commercially reasonable measures to protect the confidentiality and security of personal data.

For data collected in the European Economic Area (EEA) or which relates to individuals in the EEA, Syngenta requires an appropriate transfer mechanism as necessary to comply with applicable law. The transfer of personal data is governed by agreements between Syngenta and the service providers that include standard data protection clauses adopted by the European Commission.

Data retention

We retain personal data processed in connection with our recruitment activities as follows:

- If your application is successful, we retain relevant personal data as part of your employee record.
- If your application is unsuccessful, we will retain and use the information you provided to Syngenta as part of your application for a reasonable period of time (as per statutory legal requirements) to deal with any matter which may arise in connection with your application or future applications. In addition, we will use it to contact you (unless you have asked us not to) about any other relevant employment opportunities that may arise, and for our legitimate business purposes (for example, to make sure we do not contact you about a role for which you have already applied).
- Interview notes will be retained for a reasonable period of time. The retention of this data is necessary to support our processes of retrospective review, challenge and quality assurance.
- If you choose to join our talent community pool, we will retain your personal data for as long as you are a member of it.
- If you have breached Syngenta's recruitment policies, Syngenta retains the right to hold information about this breach and your application for a period which it believes reasonable to safeguard the integrity of the company and its recruitment processes.

Your Rights

Please let us know if any of the personal information that we hold about you changes, so that we can correct and update the information in our systems.

Depending on where you are located, you may have additional rights with respect to the personal data we process about you.

If you reside in the EEA, the UK or in Switzerland, these are your rights under the GDPR or equivalent laws in Switzerland and UK:

- *Right of Access* - you have the right to access personal data held by us.
- *Right to Rectification* - you have the right to rectify personal data that is inaccurate or incomplete.
- *Right to Data Portability* - you have the right to request a copy of certain personal data we hold about you in a structured, machine-readable format, and to ask us to share this information with another entity.
- *Right to Erasure* - you have the right to have personal data deleted where: (1) you believe that it is no longer necessary for us to hold your personal data; (2) we are processing your personal data based on legitimate interests and you object to such processing and we cannot demonstrate an overriding legitimate ground for the processing; (3) you have provided your personal data to us with your consent and you wish to withdraw your consent and there is no other ground under which we can process your personal data; or (4) where you believe the personal data we hold about you is being unlawfully processed by us.
- *Right to Restrict Processing* - you have the right to ask us to restrict (stop any active) processing of your personal data where: (1) you believe the personal data we hold about you is inaccurate and while we verify accuracy; (2) we want to erase your personal data as the processing is unlawful, but you want us to continue to store it; (3) we no longer need your personal data for our processing, but you require us to retain the data for the establishment, exercise, or defence of legal claims; or (4) you have objected to us processing your personal data based on our legitimate interests and we are considering your objection.
- *Right to Object* - you can object to our processing of your personal data based on our legitimate interests. We will no longer process your personal data unless we can demonstrate an overriding legitimate purpose.
- *Automated Profiling* - in the event that we conduct automated decision making that has a legal or other significant impact we will tell you about this and you have the right to challenge such decisions and request that it is reviewed by a human.
- *Withdrawal of Consent* - where the processing of your personal data by us is based on consent, you have the right to withdraw that consent without detriment at any time by emailing data.privacy@syngenta.com or other means provided.

Some of these rights may be subject to limitations and qualifications including (1) where fulfilling your request would adversely affect other individuals, company trade secrets or intellectual property; (2) where there are overriding public interest reasons; or (3) where we are required by law to retain your personal data.

Questions, concerns and complaints

Should you have any question or concern on how Syngenta utilizes your personal data, you can contact the Data Privacy Officer or Champion (DPO/DPC) at the following address: data.privacy@syngenta.com.

You also have a right to lodge a complaint with the relevant supervisory authority (in particular in the Member State of your habitual residence, place of work or place of the alleged infringement).

Updates to this Privacy Notice

You can find out when this Privacy Notice was last amended by checking "last revised" at the bottom of the page.