

CANDIDATES' PRIVACY NOTICE

Introduction

Syngenta is committed to protecting and respecting the privacy of all individuals. We aim to be transparent and accountable about how we handle your personal data.

This Candidates' Privacy Notice explains how Syngenta collects, uses, shares, and protects your personal data during recruitment (including applications you submit directly or through a recruitment agency).

In this notice, "Syngenta", "we", "us" and "our" mean Syngenta Crop Protection AG (Rosentalstrasse 67, 4002 Basel, Switzerland) and/or the Syngenta affiliate recruiting for the role. The Syngenta entity named in the job posting (or the entity you contract with if you are hired) is mainly responsible for your personal data for that recruitment process.

If your application is successful, we may carry out pre-employment screening checks. The checks depend on the role and location and may include criminal records checks where allowed by law.

Collection of Personal Data

We collect personal data as part of our recruitment process. Some information is needed to process your application; other information is optional. We will tell you when information is required.

You provide most of the personal data we collect, including:

- Contact details (name, address, email, telephone number);
- Login details (username and password) if you choose to create an account;
- CV, experience, employment history, education, academic and professional qualifications;
- Photographs and/or identity documents (where required for identity verification or onboarding, and where permitted by law);
- Your current pay level and/or salary expectations (if permitted by law);
- Information provided as part of interviews and assessments;
- Areas of interest;
- Diversity and equal opportunities information (only where allowed or required by local law, and provided voluntarily);
- Biometric data for right-to-work checks (where applicable and permitted by law).

We also create some personal data during recruitment, such as:

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

If you are successful, we will also collect:

- Extra information for pre-employment screening (for example, background checks, verification of qualifications/professional status, employment history, and references);
- Bank account details, national insurance number (or similar such as social security number) and tax status.

We may also collect personal data from third parties, for example:

- Recruitment platforms and websites (including LinkedIn). If you choose to register or sign in using LinkedIn, LinkedIn may share certain profile information with us based on your LinkedIn settings. We do not receive or store your LinkedIn password. If you use the same email address

for LinkedIn and our applicant tracking system, a recruiter may be able to view your public LinkedIn profile through our system.

- 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 use personal data to run our recruitment process and hire the best talent, including to:

- Promote job opportunities at Syngenta (including through events, marketing/advertising, and recruiters).
- Find candidates (including by searching our talent pool and public sources such as social media and job sites).
- Review and manage applications and assess you for roles that match your skills and experience across Syngenta.
- Manage your candidate profile, send updates, ask for more information, and contact you about your application.
- Assess your suitability (including interviews, video interviews, and online assessments where used).
- Make offers and onboard successful candidates (including pre-employment checks, which vary by role and location).
- Run statistics and internal reporting (for example, how our careers websites are used and which sourcing channels work best).
- Run and maintain our careers websites and recruitment systems.
- Talk to you about careers at Syngenta (for example, to answer questions or share relevant roles).
- Make reasonable adjustments during recruitment (which may involve health or other special category data, as explained below).
- Any other purpose we explain to you when you provide your data.

Legal Basis

We must have a legal basis for using your personal data. We rely on one or more of the following lawful bases:

- Legitimate interests – where we need to use your data for our legitimate interests, or those of a third party. This means using data in a way that you would reasonably expect, for a reason that is in your and/or our (or a third party's) interest and that does not override your privacy rights (e.g., to manage our recruitment process fairly and effectively).
- Contract – where we need the information to process your application and take steps to enter into an employment or other contract with you.
- Legal obligation – where a law or regulation requires us to collect and use the information (e.g., to verify identity, confirm right to work, and comply with employment laws).

If we process special category data (for example, health information to make reasonable adjustments; diversity data for equal opportunity monitoring; or biometric data for identity/right-to-work checks), we

do so only where allowed by law and with appropriate safeguards. Depending on the situation, this may be based on your consent, our employment-law obligations, or another legal condition permitted under data protection law.

Artificial Intelligence (AI) and Automated Decision-Making

At Syngenta, we use artificial intelligence (AI) tools to support parts of our recruitment process for some roles (including high-volume roles).

When you apply, these tools may:

- screen information in your CV and application form for relevant qualifications, experience and skills;
- analyse responses to recruitment assessments (where used); and
- generate a relevance or “matching” score to help our Talent Acquisition team identify candidates whose profile best matches the role requirements described in the job posting.

AI outputs are used to support the shortlisting process, and all hiring decisions are made by humans.

If you apply for more than one role, your application may be assessed separately for each role.

You may have rights under applicable data protection laws to object to certain processing and/or to request human review or contest a decision where automated tools have been used to support the assessment of your application. To exercise your rights, please contact us using the details in the “Contact us” section of this notice.

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.

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](#).

- IT and service providers that support our recruitment systems, careers websites, communications, reporting and analytics, and related services.
- 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. Where required, we use appropriate safeguards for international transfers (such as Standard Contractual Clauses and, where applicable, the UK Addendum and Swiss requirements).

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 retain your application data for a period determined by the country where the role is located. This period is set in accordance with applicable law and our internal retention schedule and may be up to five (5) years (or longer where required or permitted by law). 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

If any personal information we hold about you changes, please tell us so we can keep our records up to date.

Your rights depend on where you live.

If you live in the EEA, the UK, or Switzerland, you have the following rights under the GDPR (or equivalent laws):

- *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 decision-making* – where applicable, you have rights relating to decisions based solely on automated processing that produce legal or similarly significant effects.
- *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.

We may need to confirm your identity before we respond. We will reply within the time limits set by law.

These rights are not absolute. For example, we may refuse a request if it would negatively affect someone else, reveal trade secrets or intellectual property, conflict with the public interest, or if we must keep the data to comply with the law.

Contact Us

If you have questions or concerns about how we use your personal data, contact our Data Privacy Office at data.privacy@syngenta.com.

You can also complain to your local data protection authority (for example, in the country where you live or work, or where the issue happened).

Updates to this Privacy Notice

To see when this notice was last updated, check “last revised” at the bottom of the page.