

Updated on 10.15.19

NESTLÉ PRIVACY NOTICE FOR JOB APPLICANTS

Thank you for your interest in a career with Nestlé. We respect your privacy when you apply for a position with us. This Privacy Notice (this “**Notice**”) applies to use of our pre-applicant talent network(s) and applicants for U.S. jobs. It describes the types of personal data that Nestlé, Nestlé affiliates, and third-parties working on their behalf, (collectively, “**Nestlé**”, “**we**” or “**us**”) may collect about you as a job applicant, how we may use and disclose that information, and the choices that you can make regarding that information. This Notice is not contractual in nature and does not constitute a contract of employment or an offer of employment.

Personal data about job applicants may be processed by Nestlé for recruitment, consideration for employment, and related purposes. We have put in place reasonable technical and organizational measures to keep your personal data secure, but unfortunately, the Internet is not 100% secure and we cannot promise that your use of our services will be completely safe. We encourage you to use caution when using the Internet. This includes not sharing your passwords.

All the personal data we hold is stored and processed in accordance with applicable data protection laws. The data controller of your personal data is the Nestlé entity to which you submit your application and for which contact details are provided in the job posting, job, description or application portal through which you apply.

If you click on a link to a third-party website, you will be taken to a website we do not control. Read the privacy policy on third-party websites carefully. We are not responsible for third-party practices.

Please note that additional or other privacy notices may apply should you become a Nestlé employee or visit Nestlé websites.

Collection of personal data

We collect information you provide. We collect personal data that you provide to us or that is needed to deliver our service to you. You may provide **direct** personal data (such as your name, address, e-mail, and employment information) by sending that data to us. You may also provide **indirect** personal data (such as cookies, connection and system information) by browsing our websites and communicating electronically with us. You may also upload documents such as cover letters, résumés and references via this website. Please do not submit any sensitive personal data (such as health or medical data, financial information, credit worthiness, biometric data, etc.) as part of your application unless specifically requested or necessary for legal purposes (e.g., to request a reasonable accommodation for the application process).

Categories of personal data

The types of personal data we may collect include your:

- education history;
- work history;
- compensation details;
- contact information (e.g., your name, address, e-mail address, and telephone number);
- previous addresses and/or any previous names you may have used;
- any additional information you may provide (e.g., a cover letter);
- social security number;
- demographic information (such as age, gender, ethnicity);

- criminal history, to the extent that such information can lawfully be requested under applicable law;
- drug screening information; and
- any other information that may be necessary in connection with your application.

We may collect information from you about other people. Some of our websites may provide you with the opportunity to share a job posting with another person via social networks or by e-mail. For this feature to work, we will need to collect your e-mail address and the electronic contact information of those to whom you send a web page link. Before you provide Nestlé with the electronic contact information of another person, please ensure that you have the consent of that person to do so.

Use and disclosure of personal data

Purposes of processing personal data

Your personal data may be processed for the purposes of:

- processing your application for employment;
- creating and maintaining employment records;
- conducting criminal history or other background checks to the extent that such information can lawfully be requested under applicable law;
- pre-employment/post-offer drug screening;
- reporting purposes (e.g., time for processing applications)
- any additional purposes set out in any application forms you complete;
- communicating with you about your account or our relationship;
- providing you with targeted offers or ads pertaining to Nestlé news and jobs;
- performing other processing activities that are required or permitted by applicable law; and
- if you are successful in your application, your personal data may be processed in connection with your employment relationship with Nestlé.

Recruiters from Nestlé affiliated companies (within the Nestlé S.A. family of companies) may be able to see your personal data that is processed in connection with your application or talent network participation. If another Nestlé entity processes your personal data for purposes that go beyond the purposes described in this notice, the entity responsible for the new purpose will ensure that:

- the new purpose materially conforms to the provisions of this Notice;
- you are informed of: (i) the new purpose for which your personal data is to be processed; and (ii) the recipients, or categories of recipients, of your personal data; and
- to the extent required by applicable law, your consent is obtained prior to commencing any processing of your personal data for any such new purpose.

Your personal data may also be used to administer, support, and obtain feedback on the level of our services and to prevent breaches of security, or for other purposes as permitted by law.

Because of the international nature of our business, it may be necessary to store and/or process your information in a jurisdiction outside of the United States.

Disclosure of personal data

Nestlé may disclose your personal data to other Nestlé affiliated companies. We may also disclose your personal data to third parties who help us administer this website or assist us in our online recruiting process. Some of these third parties may be located outside the jurisdiction from which you accessed this website. These third parties are required by Nestlé, at all times, to provide appropriate levels of security for your personal data. They are bound by legal agreements to keep your personal data private and secure and to process your personal data only in accordance with the specific instructions of Nestlé.

We may also disclose your personal data:

- to any third parties whom we may contact in connection with your current and/or past employment or engagements, to solicit feedback;
- to a prospective buyer, in the event that we anticipate the sale of all, or the relevant portion, of our business;
- to third party service entities who we may contract with for the performance of background checks and drug screening who, in turn, may contact others in performing those services; and
- to any party as required or permitted by applicable law.

We will not sell your personal data to any third party.

Retention of personal data

Nestlé will retain your personal data for as long as is reasonably necessary for your employment consideration and/or application, taking into consideration our need to answer questions or resolve problems and comply with legal requirements under applicable law(s). If you do not wish to be considered for future employment opportunities, we will delete your personal data at your request to the extent permitted by applicable law and depending on the technological capabilities and/or limitations of the applicable systems.

Your choices about your personal data

You may request deactivation of your talent network, engagement hub, and/or applicant profile at any time. You may also have the following rights, to the extent available to you by applicable law:

- the right to request a copy of your personal data that is processed by Nestlé;
- the right to request information regarding the source of your personal data, if that personal data was not collected directly from you;
- the right to request correction of any inaccuracies in your personal data;
- the right to object, on legitimate grounds, to the processing of your personal data;
- the right to request information about the existence of any automated processing of your personal data that has a significant effect on you;
- the right to request that your personal data be deleted, or that the processing of your personal data is restricted to certain limited purposes; and
- the right to complain about the processing of your personal data.

You may exercise any of these rights, to the extent that they are available to you under applicable law, by contacting us at USRecruiting@us.nestle.com indicating “privacy matter” in the subject line. We may require that you provide a copy of your ID or equivalent details where permitted by law so that we may verify your identity.

Please note that, in certain circumstances, we will not be able to delete your personal data without also deleting your user account. In addition, we may be required to retain some of your personal data after you have requested deletion to satisfy our legal or contractual obligations. We may also be permitted by applicable laws to retain some of your personal data to satisfy our business needs. Requests may also be limited or denied depending on the technological capabilities and/or limitations of the applicable systems.

This Notice does not affect any statutory rights that you may have. Your decision to exercise any of these rights will not affect your application or the company’s consideration of it.

How to contact us

If you have any requests or questions concerning your personal data, or this Notice or wish to make a complaint or exercise any of the rights specified in this Notice, please contact us, at USRecruiting@us.nestle.com indicating "privacy matter" in the subject line, or write to us by mail at:

Nestlé Recruiting
1812 N. Moore Street
Arlington, VA 22209

Attn: Data Privacy Champion for Nestlé Careers

Updates to this Notice

From time to time we may change our privacy policies. If we do, we will provide reasonable notice of any material changes as may be required by applicable law.

Effective: October 15, 2019