

Candidate Privacy Policy

This Candidate Privacy Policy details the personal data that an entity of the Agilent Group receives about you, how we process it and your rights and obligations in relation to your personal data. The Agilent entity that is your proposed employer is the data controller for the purposes of the General Data Protection Regulation as well as any applicable Data Protection Laws. We are committed to protecting and respecting your privacy.

Location	Proposed Employer	Contact details
Austria	Agilent Technologies Österreich GmbH	Mooslackengasse 17 1190 Wien job_posting@agilent.com
Belgium	Agilent Technologies Belgium N.V./S.A.	Pegasus Park, De Kleetlaan 5 Bus 9 1831 Diegem job_posting@agilent.com
Denmark	Agilent Technologies Denmark ApS	Produktionsvej 42 DK-2600 Glostrup job_posting@agilent.com
Finland	Agilent Technologies Finland Oy	Hevosenkenkä 3 02600 Espoo job_posting@agilent.com
France	Agilent Technologies France SAS	Parc Technopolis / Z.A. Courtaboeuf 3, Avenue du Canada CS 90263 91978 LES ULIS Cedex job_posting@agilent.com
Germany	Agilent Technologies Sales & Services GmbH & Co. KG	Hewlett-Packard-Str. 8 76337 Waldbronn Germany job_posting@agilent.com
Germany	Agilent Technologies Manufacturing GmbH & Co. KG	Hewlett-Packard-Str. 8 76337 Waldbronn Germany job_posting@agilent.com
Germany	Agilent Technologies R&D and Marketing GmbH & Co. KG	Hewlett-Packard-Str. 8 76337 Waldbronn Germany job_posting@agilent.com
Germany	Agilent Technologies Deutschland GmbH	Hewlett-Packard-Str. 8 76337 Waldbronn Germany job_posting@agilent.com

Ireland	Agilent Technologies Ireland Limited	Unit 3, Euro Business House Little Island Co. Cork Ireland job_posting@agilent.com
Italy	Agilent Technologies Italia S.p.A	Via P. Gobetti 2/C 20063 Cernusco sul Naviglio MI job_posting@agilent.com
Netherlands	Agilent Technologies Netherlands B.V.	Laan van Langerhuize 1, toren A-8 1186 DS Amstelveen job_posting@agilent.com
Norway	Agilent DGG Norway AS	Postboks 4814 Nydalen N-0422 Oslo job_posting@agilent.com
Poland	Agilent Technologies DGG Polska Sp. z.o.o.	ul. Swietojanska 134 81-404 Gdynia job_posting@agilent.com
Spain	Agilent Technologies Spain, S.L.	Parque Empresarial Alvia Calle Jose Echegaray, 8 - Edificio 3 - Planta 1 28232 Las Rozas, Madrid (Spain) job_posting@agilent.com
Sweden	Agilent Technologies Sweden AB	Kronborgsgrand 1 Floor 3 164 46 Kista job_posting@agilent.com
United Kingdom	Agilent Technologies LDA UK Limited	Lakeside 5500 Cheadle Royal Business Park Stockport, Cheshire SK8 3GR job_posting@agilent.com

This policy sets out the basis on which we process any personal data that you provide to us through the [Agilent External Careers Site](#) and other data we receive from you or third parties (such as referees) in connection with your job application. Please read the following carefully to understand our views and practices regarding your data and how we will treat it. By using our Agilent External Careers Site, you acknowledge the practices described in this policy.

If you have any questions or concerns about this Policy, please contact the Data Protection Officer at:

E-mail: data-protection.officer@agilent.com

Phone: +44 131 452 0725

Post: 5 Lochside Avenue, Edinburgh EH12 9DJ

The types of data we receive and use

We will receive and use the following information about you:

- **Information you provide as part of your application.** You will provide us information about you by using our Agilent External Careers Site to apply for a role or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register for and use the Agilent External Careers Site, such as your name, contact information (such as home or work address), date of birth, work experience, educational qualifications, compensation, social security number, and ability to work in the country for which you are applying for employment and any information you choose to submit on or upload to the Agilent External Careers Site (such as information from a CV).
 - **Sensitive information you can provide:** Where permitted by local law, you have the option of providing certain sensitive personal data with your consent, such as, race or ethnic origin, or whether you have a disability, for the purposes of equal opportunities monitoring. If you decide not to provide this data, your application will not be prejudiced.
- **Information we collect about your usage of the portal.** We automatically collect certain data from you when you use our Agilent External Careers Site, including IP address or other unique device identifiers, information collected by cookies on your usage of the Agilent External Careers Site, mobile carrier (if applicable), time zone setting, operating system and platform and information regarding your use of the Agilent External Careers Site (“**Usage Information**”).
- **Information from third parties.** We receive information from third parties in connection with your application, such as referees, recruiters and organisations that provide background checks (this will include right to work, criminal reference checks, motor vehicle record background checks to the extent permitted by applicable law).

Cookies

We use cookies to enhance your experience using the Agilent External Careers Site. Cookies are small files which, when placed on your device, enable us to provide certain features and functionality. The Agilent External Careers Site, will detect and use your IP address or domain name for internal traffic monitoring and capacity purposes or to otherwise administer the Agilent External Careers Site.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of the Agilent External Careers Site. They include, for example, cookies that enable you to log into secure areas of the Agilent External Careers Site.
- **Analytical/performance cookies.** They allow us to record patterns of usage of our various users e.g. recognising and counting the number of visitors and to see how visitors move around the Agilent External Careers Site when they are using it. This helps us to improve the way the Agilent External Careers Site works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to the Agilent External Careers Site. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

If for any reason you wish to not take advantage of cookies, you can disable cookies by changing the settings on your browser. However, if you do so, this may affect your enjoyment of the Agilent External Careers Site and we will no longer be able to offer to you personalised content. Unless you opt out of cookies, we will consider that you consent to their use. For further information on how Agilent uses cookies please visit our [Privacy Policy on Agilent.com](#).

How we use your Information

The table in [Appendix 1](#) sets out how we use your information and the legal basis for processing relied upon by us to process your personal data.

How we share your information

We share your information with Agilent Technologies Inc. – USA - for the purposes set out in [Appendix 1](#).

We also share your information with selected recipients for the purposes set out in [Appendix 1](#). These categories of recipients include:

- portal providers including ADP and LLC providers located in the US;
- IT services providers;
- background check providers;
- referees;
- administrative services providers including Global Administrative Services Center (“GASC”) located in Malaysia; and
- recruitment agencies based within the EU.

Where Agilent is under an obligation to do so by law, it will disclose your personal data to regulators, courts, the police or tax/government authorities, or in the course of litigation, in response to an emergency which threatens persons or property, when necessary to protect the legal interests of Agilent, and when required for reasons of national security/ prevention or detection of crime. In some cases, in accordance with applicable law, it may not be possible to notify you in advance about the details of such disclosures. Agilent will use all reasonable efforts to disclose the minimum personal data necessary in such cases. All such requests shall be referred to HR and/or the Regional Compliance Counsel who may, at their sole discretion, request proof of entitlement and/or exemption under the Data Protection Laws and proof of identity, before releasing any information.

Where we store your information

The personal data that we collect from you will be transferred to, and stored at/processed in the United States with Agilent US, under the European Commission’s Standard Contractual Clauses for the transfer of personal data to third countries, pursuant to Decisions 2004/915/EC and 2010/87/EU. Please contact the [Data Protection Officer](#) should you wish to examine the intra-group Standard Contractual Clauses entered into by Agilent. Agilent uses a number of third party suppliers (as noted above) to provide services to Agilent. All suppliers that process personal data outside of the EEA are required to execute the Standard Contractual Clauses for the transfer of personal data (pursuant to Decision 2010/87/EU) or be certified as complying with the US Department of Commerce's EU-US Privacy Shield. For more information about the EU-US Privacy Shield Framework, visit the U.S. Department of Commerce's Privacy Shield website. Please contact the Data Protection Officer should you wish to examine a copy of the Standard Contractual Clauses or the privacy shield certification where applicable.

The security of your personal data

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your information transmitted through the Agilent External Careers Site; any transmission is at your own risk. Once we have received your information, we will take appropriate technical and organisational measures to safeguard your personal data against loss, theft and unauthorised use, access or modification.

Data retention

Your personal data will be retained by Agilent for one year save for Candidate Data from United States, Brazil, Canada, Mexico and South Korea which will be retained for three years.

Your information will be retained for longer if required by law or a court order and/or as needed to defend or pursue legal claims.

Deleting your information

When you deactivate your account, we will still store your data on our Agilent External Careers Site. To delete your data, please email us at data-protection.officer@agilent.com. We reserve the right to retain your data in accordance with the retention period set out above.

Your rights

You have certain rights in relation to the personal data we hold about you. Some of these only apply in certain circumstances as set out in more detail below. We also set out how to exercise those rights. Please note that we will require you to verify your identity before responding to any requests to exercise your rights by providing (i) your name, and (ii) valid proof of identity (for example passport or driver's license). We must respond to a request by you to exercise those rights without undue delay and at least within one month (although this may be extended by a further two months in certain circumstances). To exercise any of your rights, please fill out the following form and submit it [here](#). In addition, you can access, correct and remove personal data from [your profile on Agilent's External Careers Site.https://www.adp.com/privacy.aspx](https://www.adp.com/privacy.aspx)

- ***Access.*** You have the right to know whether we process personal data about you, and if we do, to access data we hold about you and certain information about how we use it and who we share it with.
- ***Portability.*** You have the right to receive a subset of the personal data we collect from you in a structured, commonly used and machine-readable format and a right to request that we transfer such personal data to another party. If you wish for us to transfer the personal data to another party, please ensure you detail that party and note that we can only do so where it is technically feasible. We are not responsible for the security of the personal data or its processing once received by the third party.
- **Note:** We may not be able to provide you with certain personal data following an access or portability request if providing it would interfere with another individual's rights (e.g. where providing the personal data we hold about you would reveal information about another person) or where another exemption applies.
- ***Correction.*** You have the right to require us to correct any personal data held about you that is inaccurate and have incomplete data completed (including by the provision of a supplementary statement). Where you request correction, please explain in detail why you believe the personal data we hold about you to be inaccurate or incomplete so that we can assess whether a correction is required. Please note that whilst we assess whether the personal data we hold about you is

inaccurate or incomplete, you may exercise your right to restrict our processing of the applicable data as described below. Where we agree that the personal data is inaccurate or incomplete, we will try to tell any third party to whom we have disclosed the relevant data so that they can rectify the data too.

- Erasure. You may request that we erase the personal data we hold about you in the following circumstances:
 - you believe that it is no longer necessary for us to hold the personal data we hold about you, for instance if you decide that you no longer wish to submit an application through Agilent External Careers Site;
 - we are processing the personal data we hold about you on the basis of our legitimate interest and you object to such processing. Please provide us with detail as to your reasoning so that we can assess whether there is an overriding interest for us to retain such personal data;
 - you no longer wish us to use the personal data we hold about you in order to send you notifications about new positions that match your profile; or
 - you believe the personal data we hold about you is being unlawfully processed by us.

Also note that you may exercise your right to restrict our processing of your personal data whilst we consider your request as described below. Please provide as much detail as possible on your reasons for the request to assist us in determining whether you have a valid basis for erasure. We will retain the personal data if there are valid grounds under law for us to do so (e.g., for the defence of legal claims or freedom of expression) but we will let you know if that is the case.

- Restriction of Processing to Storage Only. You have a right to require us to stop processing the personal data we hold about you other than for storage purposes in certain circumstances. Please note, however, that if we stop processing the personal data, we may use it again if there are valid grounds under data protection law for us to do so (e.g. for the defence of legal claims or for another's protection). Where we agree to stop processing the personal data, we will try to tell any third party to whom we have disclosed the relevant personal data so that they can stop processing the data too. You may request that we stop processing and just store the personal data we hold about you where:
 - you believe the personal data is not accurate for the period it takes for us to verify whether the data is accurate;
 - we wish to erase the personal data as the processing we are doing is unlawful but you want us to simply restrict the use of that data;
 - we no longer need the personal data for the purposes of the processing but you require us to retain the data for the establishment, exercise or defence of legal claims; or
 - you have objected to us processing personal data we hold about you on the basis of our legitimate interest and you wish us to stop processing the personal data whilst we determine whether there is an overriding interest in us retaining such personal data.
- Objection. You have the right to object to our processing of data about you and we will consider your request. Please provide us with detail as to your reasoning so that we can assess whether there is a compelling overriding interest in us continuing to process such data or we need to process it in relation to legal claims. Also you may request that we restrict processing to storage only whilst we consider your objection.

In the event that you wish to make a complaint about how we process your personal data, please contact us in the first instance at data-protection.officer@agilent.com and we will endeavour to deal with your request. This is without prejudice to your right to raise a complaint with a relevant data protection supervisory authority.

Changes

We will post any future changes to this policy on this page. Please check back frequently to see any updates or changes to this policy.

Contact

Questions, comments and requests regarding this policy are welcomed and should be addressed to the Data Protection Officer at the following email address data-protection.officer@agilent.com

Appendix 1

Purposes for Processing Candidate Data

Purpose of Use	Categories of Personal Data processed for each purpose	Legal Basis for Processing
Administration of recruitment	Contact details (such as home and work address, phone numbers, email addresses), curriculum vitae information,	Necessary for Agilent's legal obligations (where applicable). Necessary for Agilent's legitimate interests to assess candidates for employment positions.
To identify and evaluate candidates for employment positions.	Identity information such as title, full name, citizenship, date of birth and proof of eligibility to work. Contact details such as home and work address, phone numbers, email addresses, emergency contacts and next of kin information.	Necessary for Agilent's legitimate interests to assess candidates for employment positions.
To determine and validate your qualifications for employment.	Data with respect to education, professional training, and previous career performance including qualifications, certifications, references or curriculum vitae information.	Necessary for Agilent's legitimate interests to assess candidates for employment positions.
To conduct background checks including, to the extent permitted under applicable law (including checking references, qualifications, criminal records checks.	Identity and contact information and references from previous employers or professional contacts.	Necessary for Agilent's legitimate interests to assess candidates for employment positions.
If you are a successful candidate, to create an employment record.	Identity information such as name, gender and date of birth. Contact details such as home and work addresses, phone numbers and email addresses. Personal and family details (such as contact details of spouse/partner and/or children). Data with respect to career commencement and development including date of hire, employee category, and full time or part-time status. Education details, employment details, gender, compensation, bank	Necessary for Agilent's legitimate interests to onboard successful candidates for employment positions. Necessary for Agilent's legal obligations (where applicable).

	account details, employee ID, social security number, tax unique identifiers, photo, passport, national ID, religious and political beliefs, trade union membership, health data and criminal conviction data.	
To the extent permitted or required by applicable law, to conduct employment and diversity monitoring.	Data relating to race, ethnic origin, nationality or sexual orientation (U.S only not EEA countries)	Necessary for Agilent's legal obligations (where applicable). Consent (U.S only)
To provide you with user support of the portal.	Login details such as username and password.	Necessary for Agilent's legitimate interests to assess candidates for employment positions.
To communicate with you.	Identity information such as name. Contact details such as home and work addresses, phone numbers and email addresses.	Necessary for Agilent's legitimate interests to assess candidates for employment positions.
Send you notifications about new positions that match your profile.	Email address.	Necessary for Agilent's legitimate interests to assess candidates for employment positions.
To improve the Agilent External Careers Site and to ensure content from the Agilent External Careers Site is presented in the most effective manner for you and your device.	Usage Information	Necessary for Agilent's legitimate interests to assess candidates for employment positions.
To administer the Agilent External Careers Site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes.	Usage Information	Necessary for Agilent's legitimate interests to assess candidates for employment positions.
To keep the Agilent External Careers Site safe and secure.	Usage Information	Necessary for Agilent's legitimate interests to assess candidates for employment positions.
To develop the Agilent External Careers Site and improve our recruitment processes.	All data collected from the data subject i.e. identity information, contact details and data with respect to career advancement.	Necessary for Agilent's legitimate interests to assess candidates for employment positions.