

## Privacy policy for applicants

*This document is provided in English as the most commonly used language within INEOS Styrolution. However, if you require a local language version, please approach us at [insty.jobs@ineos.com](mailto:insty.jobs@ineos.com).*

INEOS Styrolution is excited about your visit to our Career Portal and your interest in our company. The protection of your privacy in the processing of your personal data is an important concern to which we pay special attention during our business processes.

Below we would like to inform you about the handling of your personal data that we collect during your visit to our Career Portal and your interactions with INEOS Styrolution.

### Responsible person

Please direct any questions concerning data protection and data privacy you might have to: [ineos@first-privacy.com](mailto:ineos@first-privacy.com) or to our Data Protection Officer.

## WHO WE ARE

INEOS Styrolution Group is made up of a mix of companies set up as different legal entities.

We will let you know with which entity you have a relationship with when you engage with a particular entity.

You can find out more about the INEOS Styrolution Group at <https://www.ineos.com/styrolution>.

## OUR PROMISE

In addition to our general obligations to comply with applicable law, we shall:

1. comply at all times with all applicable data protection and privacy legislation;
2. comply with the INEOS Styrolution Privacy Policy;
3. treat your data confidentially;
4. utilise adequate organisational and technical measures so as to safeguard your personal data from loss, destruction and/or unauthorised access; and
5. to give you ways to manage and review your choices regarding personal data usage restrictions at any time.

This notice extends and adds clarity to the [INEOS Styrolution Privacy Policy](#) when it is applied by INEOS Styrolution in relation to job applications by potential candidates. If there is any conflict, ambiguity or inconsistency between the INEOS Styrolution Privacy Policy and this notice, the INEOS Styrolution Privacy Policy shall take precedence:

## PERSONAL DATA WE COLLECT

During your interactions with INEOS Styrolution, we may collect personal data from you, including:

This may include but is not limited to:

- the information as described in the INEOS Styrolution Privacy Policy.
- your title
- your name and address
- your e-mail address
- your telephone number

## Privacy policy for applicants

- your citizenship/work permit
- your **academic and professional data** (resume and cover letter) such as but not limited to:
  - CV / complete documents (e.g. certificates, diplomas)
  - Work history
  - Further information strictly necessary for your application
- such other personal data as may be relevant to your application or onboarding as an employee of an INEOS Styrolution Group entity.

Please note that you're only obliged to provide the fields marked as mandatory any additional information that you choose to share with us, is given voluntarily and may be subject to processing.

Please note that not providing this Personal Data may result in us not being able to process your application.

We will not process your personal data for any other purpose than your application unless we are explicitly required to do so by law. If your application should also be considered for other or future job advertisements, this will only be done based on your consent.

For the use of the webpage, we may in particular collect the following "usage/log data", which may be used in an anonymized form:

- the name and address of the requested content,
- the date and time of the query,
- the amount of data transferred,
- the access status (content transferred, content not found),
- the description of the web browser and operating system used,
- the referral link, which indicates from which page you came to ours,
- the IP address of the requesting computer, which is shortened so that a personal reference can no longer be established.

### STORAGE OF THE IP ADDRESS FOR SECURITY PURPOSES

In addition, we store the full IP address transmitted by your web browser for a period of seven days. We do this strictly for the purposes of being able to detect, limit and eliminate attacks on our websites. After this period of time has expired, we delete or anonymise the IP address.

### DATA SECURITY

In order to protect your data as comprehensively as possible from unwanted access, we take technical and organizational measures. We use an encryption process on our websites.

Your information is transmitted from your computer to our server and vice versa over the Internet using latest version of recommended best practice encryption standards (like TLS).

### COOKIES

Please refer to paragraph 7 of the [INEOS Styrolution Privacy Policy](#) for information on how we manage cookies.

### HOW WE USE YOUR PERSONAL DATA

INEOS Styrolution may use information held about you in the following ways:

1. for the purpose of selecting applicants for the jobs at INEOS Styrolution;
2. to contact you in relation to your application;
3. to carry out our obligations under Applicable Law and to provide you with the information, services and/or functionality that you request from INEOS Styrolution;
4. to ensure that content on the INEOS Styrolution Website is presented in the most effective manner for you and for your device;
5. to administer the INEOS Styrolution Website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes; and
6. as part of INEOS Styrolution's efforts to maintain the safety, security and integrity of the INEOS Styrolution Website and services;
7. to verify the information, you have provided to us;
8. to investigate or address claims or disputes relating to your use of our services and/or the INEOS Styrolution Website.

In relation to the above, the legal basis for which we may process your Personal Data includes where applicable:

1. we have your consent;
2. we are processing data to get into a contract with you;
3. processing is needed to comply with Applicable Law and rules and guidance from regulators; and/or
4. we have a Legitimate Interest to do so.

### DISCLOSURE OF YOUR DATA / INFORMATION

INEOS Styrolution may share / disclose your information with selected third parties and in certain circumstances, including:

1. people who INEOS Styrolution works with, including affiliates, employees, sub-contractors and/suppliers for the purpose of evaluating your application to us;
2. analytics and search engine providers that assist INEOS Styrolution in the improvement and optimization of the INEOS Styrolution website;
3. where INEOS Styrolution sells or buys any business or assets, in which case we may disclose your information to the prospective seller or buyer of such business or assets;
4. where INEOS Styrolution is under a duty to disclose or share your information to comply with applicable law, or any legal or regulatory obligation or order, this will always be done in line with your country's data protections laws;
5. to protect the rights, property or safety of any of INEOS Styrolution, our affiliates, our employees or our customers.

### TRANSFERRING DATA OUTSIDE OF THE EU

## Privacy policy for applicants

The information that we collect from you may be transferred to, and stored at, a destination outside of the European Union.

Your information may be processed by people outside of the European Union who work for INEOS Styrolution or for one of our suppliers, pursuant to a data processing agreement entered into with us, which is compliant with the INEOS Privacy Policy.

To ensure the protection of your personal data we have entered into contracts regarding the data exchange that contain EU-standard contractual clauses, pursuant to Art. 46 para 2 lit. c GDPR. These contracts help to establish a level of data protection that is equal to the EU's level.

By submitting your information, you agree to the information transfer, storing or processing referred to in this privacy notice.

Even though INEOS Styrolution puts in place the appropriate Technical and Organizational measures, unfortunately, the transmission of information via the Internet is not completely secure and any transmission of data/information is at your own risk.

INEOS Styrolution will use reasonable efforts to ensure that your information is treated securely and in accordance with the INEOS Privacy Policy.

### **JOB ALERT**

You can order notifications of new job advertisements under "Job alert" on our website.

Information about new job advertisements will only be provided if you have given us your express consent to do so.

Your express consent includes if, after you have placed your request on our website, you click the "confirm" button in the confirmation email that we send to the email address you provided (i.e. this is a "double opt-in" process).

### **DELETING YOUR PERSONAL DATA**

If your application is unsuccessful, your documents will be anonymized in accordance with the retention periods of each country. Please contact us if you want to know the specific retention periods.

Additionally, we will anonymize your data if it is no longer required and there are no legal retention requirements.

### **CONTACT**

You have the option of contacting us using our contact form. To use our contact form, we first need the data marked as mandatory fields from you.

### **YOUR PROTECTIONS UNDER THE LAW**

As well as under the INEOS Privacy Policy, the privacy of your personal data is protected by law in jurisdictions relevant to your application and the INEOS Styrolution entity that you are applying to.

This paragraph explains generally how that works. Please note that dependent on your country of residence. You may have the following data protection rights:

#### *Right to access*

You have the right to request confirmation as to whether personal data relating to you is being processed; If this is the case, you have the right to information about this personal data and to access the information provided by you.

#### *Right to rectification*

You have the right to immediately request the correction of incorrect personal data concerning you and, if necessary, the completion of incomplete data.

#### *Right to deletion*

You have the right to demand that personal data concerning you be deleted immediately. This is subject to the conditions stated in the law.

#### *Right to restriction of processing*

You have the right to request restriction of processing if one of the conditions of the law are met, e.g. the processing is unlawful, and you have opposed the erasure of the personal data and requests the restriction of their use instead.

#### *Right to data portability*

In certain cases, as stated by law, you have the right to receive the personal data concerning you in a structured, common and machine-readable format or to have this data transmitted to request a third party.

#### *Right to object*

If data is processed on the basis of INEOS Styrolution legitimate interests or on the basis the protection of the public interest or in the exercise of official authority, you have the right to object to the processing at any time for reasons arising from your particular situation. We will then no longer process the personal data unless there are demonstrably compelling legitimate reasons for the processing that outweigh your interests, rights, and freedoms, or the processing serves to assert, exercise or defend legal claims.

#### *Right to complain to a supervisory authority*

You have the right to complain to a supervisory authority if you are of the opinion that the processing of data concerning you violates data protection regulations. The right to complain can be asserted in particular with the supervisory authority in charge of your jurisdiction.

#### *Right to withdraw consent*

You have the right to withdraw your consent at any time. Please note that if you do withdraw your consent, this shall not affect the lawfulness of processing based on consent before its withdrawal.

**If you are a resident of the United States, you may be entitled to certain rights dependent on your state of residence. You may have the following data protection rights:**

If you wish to access of your personal information, you can do so at any time. Once we receive your request, we will disclose to you the information requested (including free provision of a copy), including:

- The categories of personal information collected.
- The categories of sources of such information.
- The purposes for which we collected the personal information.
- The categories of personal information that we have disclosed for a business purpose.
- Information about any sales of your personal information.

You also have the right to rectify inaccurate personal data, restrict processing and object to the use of the data.

You have the right to request deletion of your information at any time by sending an email with to [office@first-privacy.com](mailto:office@first-privacy.com). Upon receipt of your deletion request, all data associated with you, including user profile data, will

## Privacy policy for applicants

be deleted. Please note that requesting the deletion of your personal information prior to the completion of the recruiting process may interfere with the application process.

You can request portability of your personal information, transferring the data collected about you to you or to a body designated by you.

You have the right to not receive discriminatory treatment for exercising your rights, and INEOS Styrolution will not discriminate against you for exercising any of your rights.

Your rights may be restricted in case a legal obligation to store your personal data is applicable. If you wish to exercise any of these rights or want further information, please contact us at [office@first-privacy.com](mailto:office@first-privacy.com) to do so.

### CONTACT DETAILS OF THE DATA PROTECTION OFFICER

#### Applicable to EU

Our company data protection officer will be happy to provide you with information or suggestions on the subject of data protection or the rights you have under data protection law:

Data protection officer: **Peter Suhren**

**Address:** Konsul-Smidt-Straße 8828217 Bremen, Germany

email: [office@first-privacy.com](mailto:office@first-privacy.com)

Telephone: +49 421 69 66 32-80

### DEFINITIONS

For the purposes of this privacy notice, the following terms shall have the following meanings:

- **Applicable law** means all national, state, local, municipal legislation, regulations, statutes, by-laws, approvals and/or other laws and any other instrument having the force of law as may be issued and in force from time to time (and any amendment or subordinate provisions) relating to, or connected with, the activities contemplated under this privacy notice wherever so located or performed;
- **INEOS Styrolution Privacy Policy** means the privacy policy of INEOS Styrolution Styrolution Group as may be communicated and amended from time to time, the current version of which is available at <https://www.ineos.com/styrolution>. **INEOS Styrolution Group** means INEOS Styrolution and its affiliates;
- **INEOS Styrolution website:** means the website at <https://www.ineos.com/styrolution> and such other sites as may be operated by members of the INEOS Styrolution Styrolution Group;
- **Personal information** means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.