

Renishaw
Applicant Privacy Notice
(United States)

1. What is this document and why should you read it?

- 1.1 This privacy notice explains how and why Renishaw plc including each of its operating entities (also referred to as “**Renishaw**”, “**we**”, “**our**” and “**us**”) uses personal data about individuals who apply to work with us either as employees, staff, contractors, trainees or consultants (referred to as “**you**”).
- 1.2 You should read this notice, so that you know what we are doing with your personal data that we receive as part of your application for employment. Please also read any other privacy notices that we give you, as they might apply to our use of your personal data in specific circumstances in the future. There is a separate Staff Privacy Notice that will apply to you if you are offered employment or engagement by Renishaw.
- 1.3 This notice does not form part of any application terms or, if applicable, any contract of employment or any other contract to provide services.

2. Renishaw’s data protection responsibilities

- 2.1 “**Personal data**” is any information that relates to an identifiable natural person. Your name, address, contact details, salary details and CV are all examples of your personal data, if they identify you.
- 2.2 The term “**process**” means any activity relating to personal data, including, by way of example, collection, storage, use, consultation and transmission.
- 2.3 Renishaw plc is a “**controller**” of your personal data. This is a legal term – it means that we make decisions about how and why we process your personal data and, because of this, we are responsible for making sure it is used in accordance with data protection laws.

3. What types of personal data do we collect and where do we get it from?

- 3.1 We collect the following categories of information in the context of your application for employment:
- 3.1.1 Identifiers (such as your name, contact information, social security number, passport information, driver’s license information, and IP addresses)
- 3.1.2 Personal Information categories under California Customer Records statute (Cal. Civ. Code 1798.80(e)) (such as background checks and resumes)
- 3.1.3 Biometric (such as your signature or picture)

- 3.1.4 Characteristics of Protected Classes (such as your date of birth, gender, race, ethnic origin, criminal history, pre-employment physical or mental screenings)
 - 3.1.5 Internet Activity (such as your interaction with our application process)
 - 3.1.6 Geolocation (such as your presence and movement at any Renishaw location as recording by security systems)
 - 3.1.7 Professional Information (such as employment history, professional profiles, interview notes, and references)
 - 3.1.8 Education Information (such as employment history, professional profiles, interview notes, and references)
- 3.2 We cannot administer your application for employment or engagement without your personal data. Where we don't need your personal data, we will make this clear, for instance we will explain if any data fields in our application processes are optional and can be left blank.
- 3.3 You provide us with personal data directly when you apply for a job with us. We also create some personal data ourselves and obtain some personal data from other sources. We obtain it from other people and organisations, including recruitment agents, some public sources, such as publicly available directories and online resources, your emergency contacts, and former employers.
- 3.4 If any of the personal information you have given to us changes, such as your contact details, please inform us without delay by contacting the HR Department.
4. **What do we do with your personal data, and why?**
- 4.1 We process your personal data for particular purposes in connection with your application for employment or engagement with us, and the management and administration of our business.
- 4.2 These purposes consist of processing that is:
- 4.2.1 necessary for us to comply with a legal obligation;
 - 4.2.2 necessary for us to take steps, at your request, to potentially enter into an employment contract with you, or to perform it, including review and verification of your application information, such as background checks;
 - 4.2.3 reasonable for recruitment and workforce planning;
 - 4.2.4 general employment management and administration;
 - 4.2.5 monitoring our physical and network security;
 - 4.2.6 legal and regulatory compliance;

4.2.7 supporting our diversity programs; and

4.2.8 detect and investigate fraud or illegal activity.

4.3 If you choose not to provide the relevant personal data to us, we may not be able to review your application for employment or enter into a contract of employment or engagement with you.

4.4 We may also convert your personal data into statistical or aggregated form to better protect your privacy, or so that you are not identified or identifiable from it. Anonymised data cannot be linked back to you. We may use it to conduct research and analysis, including to produce statistical research and reports. For example, to help us understand how many of our total workforce number are on secondments at any given time.

5. Who do we share your personal data with, and why?

Inside the Renishaw group

5.1 We are part of the Renishaw group of companies. Therefore, we may need to share your personal data with, or it may be visible to, other companies in the Renishaw group for our general business and workforce management purposes, for line management purposes, authorisations/approvals with relevant decision makers, parental reporting and where systems and services are provided on a shared basis.

5.2 Access rights between members of the Renishaw group are limited and granted only on a need to know basis, depending on job functions and roles.

5.3 Where any Renishaw group companies process your personal data on our behalf (as our processor), we will make sure that they have appropriate security standards in place to make sure your personal data is protected and we will enter into a written contract imposing appropriate security standards on them.

Outside the Renishaw group

5.4 From time to time we ask third parties to carry out certain business functions for us, such as recruitment agencies, cloud data storage and IT support. These third parties will process your personal data on our behalf (as our processor or joint controller). We will disclose your personal data to these parties so that they can perform those functions. Before we disclose your personal data to other people, we will make sure that they have appropriate security standards in place to make sure your personal data is protected and we will enter into a written contract imposing appropriate security standards on them.

5.5 We have set out below a list of the categories of recipients with whom we are likely to share your personal data:

5.5.1 consultants and professional advisors including legal advisors and accountants;

- 5.5.2 medical screening and occupational health provision;
- 5.5.3 business partners and joint ventures;
- 5.5.4 training providers;
- 5.5.5 background check providers; and
- 5.5.6 governmental departments, statutory and regulatory bodies.

We may also share your personal data with third parties, as directed by you.

6. **How do we keep your personal data secure?**

We will take specific steps (as required by applicable data protection laws) to protect your personal data from unlawful or unauthorised processing and accidental loss, destruction or damage. For more information, please request to see our Data Protection Policy, Electronic Data Policy, Electronic Data Access Review Policy and BSD Business Continuity Planning Policy.

7. **How long do we keep your personal data for?**

- 7.1 We will keep your personal data for as long as is necessary in connection with both our and your legal rights and obligations. This may mean that we keep some types of personal data for longer than others.
- 7.2 We will only retain your personal data for a limited period of time. This will depend on a number of factors, including:
 - 7.2.1 any laws or regulations that we are required to follow;
 - 7.2.2 whether we are in a legal or other type of dispute with each other or any third party;
 - 7.2.3 the type of information that we hold about you; and
 - 7.2.4 whether we are asked by you or a regulatory authority to keep your personal data for a valid reason.
- 7.3 If your application is unsuccessful, your personal data will normally be held for 12 months from the date of application, unless we are legally required to hold it for longer, or you have asked us to retain your details to allow us to notify you of any similar vacancies in the future.
- 7.4 If you are successful in your application, the retention provisions set out in our Staff Privacy Notice will apply to your personal data.

8. **Updates to this notice**

We may update this notice from time to time to reflect changes to the type of personal data that we process and/or the way in which it is processed. We will update you on

material changes to this notice by email. We also encourage you to check this notice on a regular basis.

9. **Where can you find out more?**

- 9.1 If you want more information about any of the subjects covered in this privacy notice or if you would like to discuss any issues or concerns with us, you can contact us at dataprotection@renishaw.com.