

## Data Privacy Statement For Applicants (Recruitment)

Hexion B.V.

Thank you for your application with us. This Data Privacy Statement explains how Hexion processes your personal data when you apply for a position advertised by us. It also describes your data protection rights, including the right to object to some of our processing operations. By creating a profile in our system, you will be submitting your personal data to Hexion globally. It is important that you carefully review this User Consent.

### 1. RESPONSIBLE ENTITY IN THE SENSE OF GDPR

**Depending on the region and the job you are applying for, please look for the specific regional entity included in the regional statements, we are publishing in local language on our webpage.**

### 2. DATA CONTROLLER CONTACT DETAILS

[privacy@hexion.com](mailto:privacy@hexion.com)

### 3. LEGAL BASIS FOR PROCESSING PERSONAL DATA

Providing your personal data as part of the application process is voluntary. However, the provision of personal data is necessary for the processing of your application or the conclusion of an employment contract with us. Personal data within the recruitment process will be used for the assessment of your application and to inform you of our application process such as inviting you for an interview.

Furthermore, we may retain personal data about you where this is necessary to defend ourselves against legal claims arising from the application process that are brought against us.

### 4. CATEGORIES OF PERSONAL DATA

Within the recruitment process, we collect and store the following categories of personal data about you:

- Data which you have provided to us in your candidate profile, including first and last name, country, e-mail, phone number.
- Data which you have entered on our applicant tracking system, including desired annual salary, your motivation etc.
- Data which you have provided to us in your application documents (curriculum vitae CV, cover letter) including work experience, qualifications and language skills.
- Data provided to us by your referees (if applicable). These are reference points that you have given us to contact.

We collect personal data directly from you or from our external HR Agencies.

We can also obtain information from professional social networks or job boards for the purposes of actively approaching you with job offers or for the purpose of confirming the accuracy of the information presented by you within the course of the application.

### 5. DATA SHARING

We will only share your personal data within our company with those departments and persons on basis of contractual or legal obligations. We may transfer your personal data to affiliated Hexion entities provided this is permissible within the scope of the purposes and legal bases outlined above. We might share your candidate profile with other recruiting teams in the Hexion Group.

We do not share data with third parties that have no reference to our application management and application procedures.

In the event of a legal obligation, we reserve the right to disclose information about you if we are required to surrender it to competent authorities or law enforcement bodies.

### 6. TRANSMISSION TO A THIRD-PARTY COUNTRY

Data transfers may involve the transfer of personal data to recipients outside the European Union / European Economic Area. Standard contractual clauses have been concluded with these external service providers, unless they are based in countries with an adequacy decision pursuant to Art. 45 GDPR.

## 7. DATA RETENTION

We retain your data for a period of 6 months after the position you are applying for is closed or unless longer storage is necessary due to legal disputes.

In case your application is successful we may store your personal data within the subsequent employment in compliance with the applicable legal regulations. Your data, as far as necessary and permissible, will initially continue to be stored and then transferred to the personnel file.

## 8. LEGAL RIGHTS IN RELATION TO PERSONAL DATA AND HOW TO EXERCISE THEM

We respect your rights as stipulated in the GDPR. You can request information about your personal data (commonly known as data subject access request). You can exercise this right by contacting us under the above-mentioned contact details of the controller. If you wish to update the personal data provided to us, you can modify the data yourself in the relevant application within your candidate profile.

To preserve your rights, please feel free to contact us.

## 9. NECESSITY OF THE PROCESSING PERSONAL DATA

Processing personal data in the recruitment processes is neither legally nor contractually required. You are therefore not obliged to provide information about your personal data. Please note, however, that these are required for the decision on an application or the conclusion of a contract relating to an employment relationship with us. If you do not provide us with any personal data, we will not be able to make a decision regarding the start of an employment relationship. We recommend that you only provide personal data in your application that is required to complete the application.