



## Job Applicant Privacy Notice

This Job Applicant Privacy Notice (“**Notice**”) informs you how ADAMA Agricultural Solutions UK Ltd, (“**ADAMA**”) will collect, process and/or use personal data you submit through the ADAMA website, [www.adama.com/uk](http://www.adama.com/uk), etc (“**Applicant Information**”).

### Collection and Sources of Applicant Information

Applicant Information includes:

- Any information you submit to ADAMA, such as your contact information (for example your name, address, email address, date of birth and telephone number);
- Information about your previous work experiences, your qualifications and skills, employment history and what kind of work you would like to do (for example your cover letter, resume CV and school transcripts); and
- Information about other people (for example names and contact information for references). It is your responsibility to obtain consent from other people before you provide their personal data to us.

ADAMA also receives information about you from different sources, namely recruiters, background check providers, referees and former employers and.

### How Applicant Information is Used

- Applicant Information will be processed as part of the recruitment process to determine your suitability for positions for which you have applied or may be suitable for. This activity includes: Managing your information in our applicant system.
- Communicating with you about the recruitment process and conducting interviews and assessments;

- Conducting background checks, as required or legally permitted by applicable local law;
- Processing your job application;
- Complying with legal requirements;
- Improving our recruitment process.

The legal basis for processing is the necessity to take steps at your request prior to entering into an employment contract, our legitimate interest to select and recruit appropriate job candidates or your consent.

### How Application Information is Disclosed

To the extent necessary in connection with the job you have applied for or for which ADAMA determines you may be suitable, ADAMA may share Applicant Information with its affiliates who will be jointly responsible for processing the Applicant Information and personnel. These include our HR department and the relevant business units in which the job/role would be located.

Applicant Information may be disclosed to third parties in furtherance of recruiting or hiring related purposes, including in connection with any legally permitted background checks and by service providers acting on ADAMA’s behalf in connection with resume reviews and job application processing and communicating with you.

### International Transfers

Some of the ADAMA affiliates and service providers may be located outside of Israel and Switzerland, which have both been officially recognized as providing an adequate level of protection for personal data.

### Data Retention

Your personal data shall not be kept longer than is necessary for the recruitment process. Therefore, unsuccessful Applicant Information will be deleted within 6 months after the completion of the hiring process.



In addition to using your data for the position for which you have applied, ADAMA may retain and use your Applicant Information to consider you for other positions, but only with your explicit consent and for a maximum period of 12 months.

If your application is successful, your information will be transferred to the HR file system for the purposes of your hiring process, onboarding and employment contract in accordance with our employment privacy and related data retention practices.

### **Your Rights**

You can contact us to access and obtain copies of your personal data. You can also ask us to correct or erase your personal data or restrict or object to the processing.

You also have a right to data portability (i.e., you can request the transfer of your personal data to another party and the right to receive your information in a structured, commonly

used and machine-readable format and to transmit that information to another controller without hindrance from us) and a right to lodge a complaint with the EU data protection authority, in particular in the country where you reside.

You can refuse or withdraw your consent at any time. Please keep in mind that withdrawing your consent does not have retroactive effect. This means that the withdrawal does not affect the lawfulness of past processing based on consent before its withdrawal.

Submitting personal data in connection with a job application to us is voluntary, but without submitting personal data we may not be able to consider your application.

### **Contact Us**

If you wish to exercise any of these rights or have any questions or concerns about this Notice, ADAMA's privacy practices please contact: [human.resourcesuk@adama.com](mailto:human.resourcesuk@adama.com).