

PROSPECTIVE EMPLOYEE/CANDIDATE PRIVACY NOTICE

This Privacy Notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when Greenfield Global Inc. or any of its affiliates (collectively, “**Greenfield**”), processes your personal information (“**Personal Information**”). The Personal Information processed by Greenfield (which may be held on paper or in electronic format or in any other format) is subject to certain legal safeguards specified in the applicable national and international data protection laws, including but not limited to the European Union’s *General Data Protection Regulation* (GDPR), the *Canadian Personal Information Protection and Electronic Documents Act* (PIPEDA) and, Quebec’s *Act Respecting the Protection of Personal Information in the Private Sector* (collectively the GDPR, PIPEDA, Private Sector Act, and all applicable data privacy laws will be referred to as “**Privacy Laws**”). These Privacy Laws impose restrictions on how Greenfield may process Personal Information, and a breach of these regulations could give rise to liability on the part of Greenfield, including criminal sanctions and civil penalties.

Greenfield’s Data Processing Activities

In the course of its activities, Greenfield will collect, store and process Personal Information related to you in connection with possible future employment, and it recognizes that the correct and lawful treatment of this information will maintain confidence in the organization and will provide for successful business operations.

Information That We Collect

Greenfield processes your Personal Information to meet its legal, statutory, and contractual obligations and to enable it to consider hiring you and initiating an employment relationship. Greenfield will not collect any unnecessary Personal Information from you and does not process your information in any way, other than as specified in this notice. PLEASE NOTE that unless we specifically request certain Personal Information about you, we do not want it. If you provide additional information, you do so by your own choice and not at the request of Greenfield.

In particular, Greenfield collects and processes the following categories of Personal Information:

- (a) **identification and contact details** (name and surname, gender, date of birth, place of birth, marital status, telephone number, personal identification number (PPS, SSN and SIN), employee’s number, passport number, e-mail address, permanent and temporary residence address, nationality, visa status, emergency contacts of close persons);
- (b) **information related to the prospective employee’s position and salary information** (CVs, interview notes, information regarding salary of an employee, days and hours of work during work, credit information).

The above information is collected in the following methods listed below:

- Job applications (hard copy or electronic copy)
- Electronic job applications (submitted via online form)

- Resume(s)/curriculum vitae(s)
- Information provided during job forums and recruitment events
- Information forwarded by recruitment agencies
- Information provided directly from candidate

How We Use Your Personal Data

Greenfield takes your privacy very seriously and will never disclose, share or sell your data without your knowledge; unless required to do so by law. Greenfield only retains your data for as long as is necessary and for the purpose(s) specified in this notice. The Personal Information is processed for the following purposes and reasons:

OBJECTIVES OF THE PROCESSING	TYPE OF PERSONAL INFORMATION	BASIS FOR PROCESSING
<u>Recruitment/Potential Employment</u>	<ul style="list-style-type: none"> ● identification data ● data related to the employee's position ● salary data and related financial data ● health data ● information about committing or allegedly committing a criminal offense or an offense 	Processing: <ul style="list-style-type: none"> ● is necessary for the implementation of pre-competitive measures taken prior to the conclusion of a contract of employment or other contract to which the employee as a data subject is a party. ● may at the same time be necessary for the purposes of the legitimate interests of Greenfield or of a third party, for which an interest in the proper assessment of a potential candidate in a competitive tendering procedure.
<u>Potential Benefits</u>	<ul style="list-style-type: none"> ● identification data ● data related to the employee's position ● salary data and related financial data ● information on insurance and indemnity, information on the social security system 	Processing: <ul style="list-style-type: none"> ● is necessary to comply with the legal obligations applicable to Greenfield; and ● may at the same time be necessary to fulfill the employment or other contract to which the prospective employee is a data subject as a party.

Data Sharing With Third-Parties and Third-Party Processors

The Personal Information will be processed by Greenfield manually and automatically by its authorized personnel as well as by any third-parties engaged by Greenfield to process prospective employee Personal Information. Greenfield may receive your data from a third party as part of the recruitment process and Greenfield may share your Personal Information with these third parties

(and may include transfers outside of the European Union, Canada and/or Quebec). Greenfield is not responsible for the information stored by these third parties while in the third parties' systems or under their control. For additional information on the sharing of your Personal Information in the hiring context, please contact Greenfield.PeopleandCulture@greenfield.com for more information.

Security Measures

Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, Greenfield shall in relation to the Personal Information implement appropriate technical and organizational measures to ensure a level of security appropriate to that risk.

How Long We Maintain Your Data (i.e., Duration of Processing and Data Retention)

Greenfield will not maintain your Personal Information longer than is necessary for the purpose for which it was collected (i.e., potential employment). Should Greenfield choose not to enter into an employment relationship with the prospective employee, then the Personal Information will be returned to the prospective employee and/or removed/deleted from Greenfield' systems (to the extent reasonably and technically possible) in accordance with the retention period specified in this notice. Should an employment relationship commence, the applicable data retention periods for Personal Information of current employees will apply.

Your Rights

Under various Privacy Laws, employees candidates (as data subjects) have various rights regarding the Personal Information that is processed by Greenfield.

There rights include:

- Right to access your Personal Information;
- Right to rectification (correct) your Personal Information;
- Rights to erasure (delete), restrict or object to the processing of your Personal Information;
- Right to withdraw consent to processing; and
- Other rights such as right to data portability and right to be informed about automated processing.

Data Subject Requests

In order to exercise your rights under this Privacy Notice and applicable data protection laws, you may send an email to adam.muzzatti@greenfield.com.

If Greenfield receives a request from you to exercise any of the above rights, Greenfield may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Data Subject Complaints

For (EU) Data Subjects If you think your data rights have been breached, you are able to raise a complaint with the Office of the Data Protection Commissioner. You can contact the ODPC at the Data Protection Commissioner, Canal House, Station Rd., Portarlington, Co. Laois, R32 AP23, or by telephone aton +353 57 8684800 or +353 (0)761 104 800 or Lo Call 1890 252 231 or email info@dataprotection.ie.

For (Quebec) Data Subjects If you think your data rights have been breached, you can raise a complaint with the Commission d'accès à l'information du Québec. You can contact the Commission at renseignements@cai.gouv.qc.ca.

For (Canada) Data Subjects If you think your data rights have been breached, you can raise a complaint with the Office of the Privacy Commissioner of Canada. You can contact the **OPCC** at info@privcom.gc.ca.

Please note that each province and territory in Canada has a commissioner or ombudsperson responsible for overseeing provincial and territorial privacy legislation. The following page lists the provincial and territorial privacy laws as well as who is responsible for their enforcement: <https://www.priv.gc.ca/en/about-the-opc/what-we-do/provincial-and-territorial-collaboration/provincial-and-territorial-privacy-laws-and-oversight/>.

Consequences of Not Providing Your Data

You are not obligated to provide your Personal Information to Greenfield. However, this information is required for Greenfield to employ you; and, as such it will not be able to offer employment without the provision of certain Personal Information.

Privacy Contact Information

Greenfield has appointed Privacy Officer who is responsible for data protection that you can reach at the following contact details:

Privacy Officer
Adam Muzzatti
VP of Information Technology
6985 Financial Drive, Suite 501
Mississauga (Ontario) L5N 0G3 Canada
Phone: 905-790-4575, ext. 8336
E-mail: adam.muzzatti@greenfield.com

Greenfield reserves the right to update this Privacy Notice in the future to suit the needs of the business and/or to reflect changes in legislation and best practice.

Consent

By sending your CV to Greenfield, you agree that Greenfield may keep your contact information and CV for a period of 5 years in accordance with the terms and conditions of this Privacy Notice so that Greenfield may contact you for future opportunities. You can remove your consent at any time by sending a request to Greenfield.PeopleandCulture@greenfield.com.