

## APPLICANT PRIVACY POLICY



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## 1 NIKON'S COMMITMENT TO PRIVACY

### 1.1 Purpose of the Policy

Nikon Metrology NV and its subsidiaries (all together referred to as **Nikon**) are committed to protecting your personal information and maintaining the accuracy, confidentiality, and integrity thereof. This privacy policy (**Policy**) describes:

- (i) the Personal Information that Nikon collects from you and about you,
- (ii) how Nikon uses the Personal Information it collected from you and for what purposes,
- (iii) to whom Nikon discloses the Personal Information it collected from you.

You will also find herein all relevant information about your rights and how to exercise these rights.

### 1.2 Scope of the Policy

The Policy applies to all data processing of your Personal Information that are collected and further processed as a result of your applying for a vacant or non-vacant job position Nikon.

The Policy applies to all the companies of the Nikon Metrology group, which includes Nikon Metrology NV, with its offices at Geldenaaksebaan 329, 3001 Leuven, Belgium and its subsidiaries, which are located in different Member States of the European Union as well as in the United States of America and Canada. These group companies and subsidiaries are:

Nikon Metrology Europe NV Geldenaaksebaan 329 3001 Leuven Belgium Tel.: 00 32 16 74 01 01	Nikon Metrology GmbH Siemensstrasse 24 63755 Alzenau Germany Tel.: +49 6023 91 733 200
Nikon Metrology SARL Rue du Bois Chaland 39 91090 Lisses France Tel. : +33 1 60 86 09 76	Nikon Metrology UK Ltd Derby Argosy Road, DE74 2SA East Midlands Airport UK Tel.: +44 133 281 13 49
X-Tek Systems Ltd Tring Business Centre Icknield Way Tring Hertfordshire HP23 4JX UK Tel.: +44 144 282 87 00	Nikon Metrology Inc. (Canada) 55 Fleming Drive Units 13 and 14 Cambridge Ontario N1T 2A9 Canada Tel.: +1 519 885 94 90

Nikon Metrology Inc. (USA) 12701 Grand River Brighton MI 48116 USA Tel.: +1 810 220-4360	
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### 1.3 A Policy for Compliance

The purpose of Nikon's Policy is to comply with all national privacy legislation in each of the jurisdictions where it operates. Nikon implements additional procedures, standards, and policies wherever needed to meet the requirements imposed by the relevant national laws.

Nikon makes sure that its employees and any of its contractors, suppliers, agencies, temporary workers, or any other parties acting on Nikon's behalf (collectively referred to as **External Parties**) who collect or manage Applicant Personal Information to abide by the terms described in this Policy, whether they are utilizing Nikon and/or their own electronic systems and data management tools.

Nikon and its employees are responsible for ensuring that any External Parties they work with in support of Nikon's operations comply with this policy and with any additional specific standards and procedures that are in place according to its compliance policy with regard to national privacy and data protection legislation.

## 2 DEFINITIONS

For the purpose of this Policy, the following terms and expressions have the meanings given to them hereafter:

**Applicant or Applicants:** any individual who applies for a vacant or non-vacant job position at Nikon, whether the application is submitted spontaneously or based on a vacancy publicly announced by Nikon through any medium (e.g., print, website, social media platforms, etc.).

**Data Controller:** the natural or legal person, public authority, agency, or other body that determines either alone or jointly with other the purposes and means of personal data processing.

**Personal Information:** any information relating to an identified or identifiable individual, the term of which is defined in Article 4.1. of the Regulation (EU) 2016/679 of 27 April 2016 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (also known as **GDPR**).

**Process or Processing:** any operation or set of operations that is performed on Personal Information using automated or non-automated means, such as collecting, recording, organizing, structuring, storing, adapting or altering, retrieving, consulting, using, disclosing by transmitting, disseminating, or otherwise making available, aligning or combining, restricting, erasing, or destroying, provided that it falls under the scope of the GDPR.

**Special Categories of Personal Data:** Personal Information revealing race, ethnicity, political views, religion, health, sexual orientation, trade union membership, genetic or biometric data, information about criminal convictions and offenses, and other categories defined by law.

### 3 COLLECTION OF PERSONAL INFORMATION

#### 3.1 What categories of Personal Information does Nikon collect?

Nikon collects the following categories of information from you and about you:

- general recruiting/staffing data and any data necessary for verifying your employment eligibility (such as name, date of birth, nationality, immigration status, gender, national identification data, contact information, marital status);
- résumé/CV, education, work history, including references;
- health records that you consent to sharing or that are required by law to be collected;
- information relating to background checks, including data provided by External Parties (and, if applicable, that are allowed by law to be collected);
- information collected during job-application-related tests, assessments, interviews, and screenings by phone;
- your public records; and
- all information you choose to share voluntarily as part of the job application process.

#### 3.2 How does Nikon collect Personal Information?

Nikon collects your Personal Information:

- directly from **you**, and
- from **third parties** such as from recruitment agencies or other parties for the purpose of conducting a background or employment history check or obtaining an employment reference.

### 4 PURPOSES OF AND LEGAL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

#### 4.1 Purposes and legal basis of the processing of your personal information

##### 4.1.1 Current purposes and legal basis

<b>Purpose</b> <i>Nikon processes your Personal Information for the purpose of:</i>	<b>Legal ground</b> <i>These processing activities are necessary for:</i>
<ul style="list-style-type: none"><li>- verifying the Personal Information you provided to us</li></ul>	<ul style="list-style-type: none"><li>- taking necessary steps prior to entering into a contract</li></ul>
<ul style="list-style-type: none"><li>- assessing skills, qualifications, and interests in the light of your career opportunities</li></ul>	<ul style="list-style-type: none"><li>- taking necessary steps prior to entering into a contract</li><li>- pursuing its legitimate interests namely reviewing employment applications to assess the suitability and fitness of the Applicant for the job position</li></ul>
<ul style="list-style-type: none"><li>- keeping potential candidate applications in its HR recruitment files for any future job vacancies</li></ul>	<ul style="list-style-type: none"><li>- taking necessary steps prior to entering into a contract</li></ul>
<ul style="list-style-type: none"><li>- continuously improving Nikon's recruitment practices</li></ul>	<ul style="list-style-type: none"><li>- pursuing its legitimate interests namely to build HR recruitment files with all interesting profiles</li></ul>

If you object to Nikon's processing of your Personal Information, Nikon will not and must not review your application and will not consider you for any of its future vacancies either.

If Nikon hires you through its recruitment process and you become an employee, your Personal Information will become part of the Nikon Employee file and will be used for other employment/work purposes at Nikon.

Your Personal Information is not used in any automated decision-making, including profiling.

#### **4.1.2 Future purposes**

If Nikon considers processing your Personal Information for other purposes than those mentioned under 4.1.1, Nikon will inform you thereof before it starts processing your Personal Information for the new purpose.

#### **4.2 How long will your Personal Information be retained?**

Your Personal Information will be retained throughout the entire recruitment process conducted by Nikon and for a maximum of 3 years after the end of the recruitment process.

#### **4.3 To whom will your Personal Information be disclosed?**

For the purposes described above (see 4.1), Nikon may disclose your Personal Information to:

- Nikon's senior managers, HR managers, HR administration staff, IT administrators, facility management staff, any public service bodies, and other Nikon entities.

Nikon requires that any External Parties to whom your Personal Information is disclosed and that processes your Personal Information provide the same level of privacy protection as that which Nikon provides.

By way of a contract, we require data processors to process the data only in accordance with our instructions and to secure the data. These data processors must not use or disclose the information, except if such use or disclosure is authorized by Nikon and/or is made for the purpose of complying with legal requirements.

There are certain situations in which you will share Personal Information directly with service providers (e.g., pension providers) that are associated with Nikon and in which Nikon has no control over how your data is processed. In these situations, please ensure that you read and understand the privacy policies and practices of such service providers.

#### **4.4 Transfer of Personal Information to a country outside of the European Union**

Nikon operates globally, so your Personal Information can be transferred from time to time to other entities of the Nikon group, including to its headquarters in Japan as well as its subsidiaries in the United States of America and Canada.

If your Personal Information is transferred to entities located in countries whose data protection laws are not regarded as having the same level of protection as the level that the European Union gives to privacy and data protection (including, Japan, the United States of America, and Canada), Nikon ensures that necessary guarantees with regard to safeguarding privacy and your data protection are offered by entering into contracts with relevant companies whereby those contracts contain the European Commission-approved standard

contractual clauses (SCC). You may obtain a copy of these SCC by sending an email to: [Koenraad.vanderelst@nikon.com](mailto:Koenraad.vanderelst@nikon.com).

#### **4.5 Security**

Nikon implements appropriate physical, administrative, and technical measures, such as anonymizing, encrypting, and accessing verifications that are designed to protect Applicant Personal Information against accidental, unlawful, or unauthorized destruction, loss, alteration, disclosure, access, or use, and all other unlawful forms of processing.

### **5 YOUR RIGHTS**

#### **5.1 What are your rights with regard to Personal Information processing?**

You have the right to request access to your Personal Information at any time and request that inaccurate, outdated or no longer necessary information be corrected, erased, or restricted.

You have the right to seek the following within the limits of the applicable data protection regulations:

- the erasure of your data, especially (i) if the data is no longer necessary to be processed or retained for the purpose described in point 4.1.1, (ii) if you have withdrawn your consent to the data processing and the processing is no longer necessary for the performance of the contract, or (iii) if you object to the processing of your data (see below),
- the restriction of the processing of your data (i) for the time necessary for Nikon to verify the basis of any of your challenge about the accuracy of your data, (ii) if the processing is considered illegal, but you do not want your data to be deleted, (iii) if Nikon no longer needs your data, but you wish to retain the data for the purposes of determining, exercising, or defending your rights, (iv) if you object to the processing of your data (see below) for the time necessary for Nikon to verify the basis of your request seeking restriction to the data processing.

You have the right to object to Nikon's use of your data at any time on condition that your objection is justified on your own grounds, and such justification is within the limits of applicable data protection regulations.

You have the right to receive your data or have your data transmitted to another data controller in a structured, commonly used, and readable format.

#### **5.2 How to exercise your rights**

You can exercise the rights described above by sending a letter by email to [Koenraad.vanderelst@nikon.com](mailto:Koenraad.vanderelst@nikon.com), indicating your decision to exercise any of those rights or by sending us the form that is available on the following URL: <https://www.nikonmetrology.com/gdpr>. After Nikon has received your letter, it will answer you as soon as possible.

If you are not satisfied with our response to your request with regard to your exercise of those rights, you may file a complaint with the data protection authority in the country where you have your habitual residence, your place of work or where the alleged infringement of your rights occurred. The coordinates of those authorities are described below.

**Belgium**

*Commission de la protection de la vie privée*  
*Rue de la Presse 35*  
*1000 Bruxelles (Brussels)*  
*Tel. +32 2 274 48 00*  
*Fax +32 2 274 48 10*  
*e-mail: [commission@privacycommission.be](mailto:commission@privacycommission.be)*  
*Website: <http://www.privacycommission.be/>*

**France**

*Commission Nationale de l'Informatique et des Libertés - CNIL*  
*8 rue Vivienne, CS 30223*  
*F-75002 Paris, Cedex 02*  
*Tel. +33 1 53 73 22 22*  
*Fax +33 1 53 73 22 00*  
*e-mail:*  
*Website: <http://www.cnil.fr/>*

**Germany**

*Die Bundesbeauftragte für den Datenschutz und die Informationsfreiheit*  
*Husarenstraße 30*  
*53117 Bonn*  
*Tel. +49 228 997799 0; +49 228 81995 0*  
*Fax +49 228 997799 550; +49 228 81995 550*  
*e-mail: [poststelle@bfdi.bund.de](mailto:poststelle@bfdi.bund.de)*  
*Website: <http://www.bfdi.bund.de/>*

**The Netherlands**

*Autoriteit Persoonsgegevens*  
*Prins Clauslaan 60*  
*P.O. Box 93374*  
*2509 AJ Den Haag/The Hague*  
*Tel. +31 70 888 8500*  
*Fax +31 70 888 8501*  
*e-mail: [info@autoriteitpersoonsgegevens.nl](mailto:info@autoriteitpersoonsgegevens.nl)*  
*Website: <https://autoriteitpersoonsgegevens.nl/nl>*

**United Kingdom**

*The Information Commissioner's Office*  
*Water Lane, Wycliffe House*  
*Wilmslow - Cheshire SK9 5AF*  
*Tel. +44 1625 545 745*  
*e-mail: [international.team@ico.org.uk](mailto:international.team@ico.org.uk)*  
*Website: <https://ico.org.uk>*

**6 CHANGES TO THIS POLICY IN THE FUTURE**

Nikon reserves the right to change this Policy at any time and as far as necessary to comply with the changes in the applicable laws, regulations, practices, and procedures, or to respond to new threats or new requirements imposed by data protection authorities.



**7 ANY QUESTIONS?**

If you, as a Nikon Applicant, have questions about your Personal Information or the processing of your data, or if you have concerns about a potential data breach by Nikon, please email us at [Koenraad.vanderelst@nikon.com](mailto:Koenraad.vanderelst@nikon.com).