

## **PRIVACY NOTICE FOR JOB APPLICATION AT VWR INTERNATIONAL, PART OF AVANTOR**

This privacy notice ("Notice") relates to the collection, storage and use of your personal data ("Personal Data") in relation to our recruitment activities. Additional privacy notices relating to our employee focused HR activities and other business activities e.g., customers, marketing, contractors, are available under separate cover.

As part of any recruitment process, VWR International, part of Avantor and its affiliated companies ("VWR/Avantor" or "we") collects and processes personal data relating to job applicants. We take your data protection rights and our legal obligations very seriously. The information that you provide to us in the course of your application for employment with us will be treated in a secure and confidential manner as set out in this Privacy Notice.

### **What information do we collect?**

VWR/Avantor collects various type of Personal Data about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- Data about your application: CV and application, interview data, verification of references;
- Legal and criminal records data: shall only be collected if these are necessary for the position you apply for. Any collection shall be in compliance with the applicable laws.

VWR/Avantor may collect this Personal Data by various ways. For example, data might be contained in application forms, CVs or resumes, obtained from your identity documents, or collected through interviews or other forms of assessment. We may also collect Personal Data about you from third parties, such as references supplied by former employers or sub-contractors providing recruiting services as well as from publicly available sources such as social media. We may collect this Personal Data because you have applied for an open position or you have uploaded your Data in case a potential position will open up in the future. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why do we process personal data?**

VWR/Avantor need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you and in order to assess your application for employment with us. We collect the Personal Data described above for the purposes of managing VWR/Avantor's recruitment related activities. We may also use your Personal Data in relation to the evaluation and selection of applicants.

We process your Personal Data for the purposes described above on at least one of the following legal bases:

- The processing is based on your prior explicit consent; or
- The processing is necessary for hiring decisions; or
- The processing is necessary for compliance with a legal obligation to which VWR/Avantor is subject (notably verifying eligibility for employment or complying with obligations regarding non-discrimination if any); or
- The processing is necessary in order to take steps at your request prior to entering into an employment contract with you (notably verifying your qualifications and work history).

### **Who has access to your data?**

Your Personal Data may be shared internally for the purposes of an existing or potential recruitment. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area and IT staff if access to the data is necessary for the performance of their roles. We will then share your data with former employers to obtain references for you or employment background check providers to obtain necessary background checks. Your data may also be accessed by third parties who provide us with services relevant to your recruitment, namely recruiters; companies that host, support and/or maintain the IT systems; and companies that verify your references, undertake background checks or conduct vetting on our behalf.

As a global organization consisting of businesses in various countries, VWR/Avantor may hire for its sites and use resources, located throughout the world. Your Personal Data may be shared with affiliated companies where it is reasonable and necessary to do so.

If your application for employment with VWR/Avantor is successful and you accept a job from us, your Personal Data may also be shared with HR information, payroll and benefits systems and the Personal Data contained in such systems may be accessible by providers of those systems; tax authorities; regulatory authorities; our lawyers; auditors, inventors, consultants and other professional advisors.

VWR/Avantor expects all third parties to process any Personal Data disclosed to them in accordance with applicable law and contract terms, including with respect to Personal Data confidentiality and security.

#### **How do we protect data?**

We take the security of your data very seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

We implement reasonable physical, technical and administrative security standards designed to protect your Personal Data from loss, misuse, alteration, destruction or damage.

#### **For how long do we keep data?**

If your application for employment is successful, Personal Data gathered during the recruitment process will be transferred to our Human Resources file (electronic and paper based) and will be processed in accordance with applicable law and VWR/Avantor's Employee Privacy Notice during your employment. Successful candidates do become employees and the privacy notice moves to that relating to employee focused HR activities. The retention period for this type of Personal Data is likely to also change in line with our internal retention policy.

For unsuccessful candidates, we will retain all personal details if they accept in accordance with applicable laws and for a period of up to 24 months from the date they have been advised that their application has been unsuccessful or the date they have provided written request to withdraw. In certain limited cases, legal or regulatory obligations require us to retain specific records for a set period of time.

In case of a potential application for which you have spontaneously communicated your Personal Data if a position corresponding to your criteria should open up, we will retain all personal details in accordance with applicable laws and during the retention period.

#### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your Personal Data on request;
- require us to change incorrect or incomplete Personal Data;
- require us to delete or stop processing your Personal Data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your Personal Data;
- restrict our processing of your Personal Data in certain conditions.

If you would like to exercise any of these rights or to obtain further information regarding your rights please contact VWR/Avantor's Data Protection Officer:

VWR International GmbH  
DPO Dipl.-Ing. Hans Detlef Krebs  
Hilpert Strasse 20a  
64295 Darmstadt Germany  
[dpo@avantorsciences.com](mailto:dpo@avantorsciences.com)

You also have the right to complain to a data protection authority of your habitual residence, place of work or place of alleged infringement about our collection and use of your Personal Data, if you consider that the processing infringes applicable law.

### **Changes to this Notice**

This Notice may be updated from time to time. Any changes or updates we may make to this Notice will be posted on this page.

### **Job candidate privacy Notice and consent**

I hereby confirm that I have received a copy of this Notice and that I have read and understood the contents of this Notice.