

General

The Reckitt Benckiser Group of companies ("Reckitt") respects the privacy of every individual who visits our sites or responds to our interactive advertisements and other communications. This Privacy Statement outlines the data Reckitt holds and processes in respect of all of its applicants and interview candidates ("you" or "your"). We take your data protection rights and our legal obligations seriously.

The relevant Reckitt group company advertising the role you have applied for will be the data controller of your personal data. In addition, where processing of personal data is undertaken by Reckitt group companies for their own independent purposes, these group companies may also be controllers of your personal data.

This Privacy Statement will also instruct you on what to do if you do not want your personal information collected or shared when you apply for a job with Reckitt, visit Reckitt sites or respond to our advertisements and other communications.

We may modify this Privacy Statement and you should therefore periodically visit our [Careers](#) page to be sure that you have read the most current Privacy Statement.

Applicant Data

Personal data is any information relating to an identified or identifiable natural person. An identifiable natural person is a living natural person (rather than a legal entity, such as a company) who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Personal data about yourself that you provide to Reckitt in the context of applying for a position with Reckitt (the "Applicant Data") will be used for recruitment purposes (as described more fully below) and the Applicant Data will be processed in accordance with this Privacy Statement and any applicable laws.

We may collect various types of Applicant Data about you for the purposes described in this Privacy Statement, including:

- **Identity information:** such as name, gender, marital status, personal email, job title, nationality, passport number and visa

information, home address, telephone numbers and previous residential address and languages spoken

- **Recruitment data:** such as education and training, qualifications, driving license number, CV and application, interview and assessment data, previous work history, prior Reckitt role application history, recruitment interviewer;
- **Background data:** such as references, vetting and verification information, information displayed on LinkedIn and other social media or public forums; and
- **Feedback information:** such as your feedback and opinions (e.g. surveys) on the recruitment process

In certain circumstances we may process personal data of third parties, such as referees. The personal data regarding third parties that you provide to us will be processed for the purposes of your application. Before you provide data relating to third parties to us, you should ensure you are permitted to do so and provide them with the information contained in this notice.

Special categories and criminal records information

To the extent permitted by applicable laws Reckitt may also collect and process a limited amount of Applicant Data falling into special categories, sometimes called “sensitive personal data”. This term includes information relating to such matters as racial or ethnic origin, religious beliefs, physical or mental health (including details of accommodations or adjustments), certain maternity/adoption information, trade union membership, sexual orientation, information regarding sexual life, biometric data and/or genetic data.

As part of the recruitment process, we may process the following special categories of Applicant Data:

- racial or ethnic origin;
- sexual orientation; and
- religious beliefs.

In addition, depending on the role that you have applied for, we may also process criminal records and information regarding criminal offences or proceedings. This specifically relates to Treasury positions, Level B roles and above in Shared Service Centers, positions that require the signing-off of Financial Accounts, and investigatory roles.

How does Reckitt collect data?

Reckitt collects and records your Applicant Data from a variety of sources, but mainly directly from you. You will usually provide this information directly to the local human resources contact, provide it during the application process or enter it into our systems (for example, during the recruitment process).

In addition, Reckitt may collect your responses to business surveys. You may respond to these surveys voluntarily or may elect not to respond and will not suffer reprisals for your decision not to participate in such surveys.

In addition, further information about you will be generated by internal sources. This could include assessment results and interview feedback. This will include from materials created by the relevant recruiter, HR, interviewers and the hiring manager. You may also be referred to us by an existing Reckitt employee or partner.

In some cases we may obtain your personal data from Reckitt group companies or from third parties. This could include where your application is made through a recruitment agency or through a Reckitt contact. We may receive information from other consultants and some information may be gathered from publicly available sources.

We may also obtain some information from other third parties, for example, references from a previous employer, tax authorities, benefit providers or where we employ a third party to carry out a background check (where permitted by applicable law).

What is the purpose and lawful basis for which data are processed?

Your Applicant Data is collected and processed for various business purposes, in accordance with applicable laws. We may collect and process your Applicant Data for various purposes, as set out in this Privacy Statement. Applicant Data may occasionally be used for purposes not anticipated by you where the circumstances warrant such use.

Where applicable data protection laws require us to process your Applicant Data on the basis of a specific lawful justification, we generally process your Applicant Data under one of the following bases:

- the processing is necessary for the legitimate interests pursued by Reckitt, except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of Applicant Data;
- the processing is necessary for compliance with a legal obligation to which Reckitt is subject; or
- the processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into such a contract.

We may on occasion process your Applicant Data for the purpose of the legitimate interests pursued by a third party, except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of Applicant Data.

We process your Applicant Data for the following purposes and for compatible purposes

1. Recruitment and selection - This processing is necessary to take steps your request to enter a contract of employment. This processing is also necessary for the purpose of the legitimate interests pursued by Reckitt.

2. Appropriate vetting including, where relevant and appropriate credit checks, right to work verification, identity fraud checks, criminal record checks (if and to the extent permitted by applicable laws), relevant employment history, relevant regulatory status and professional qualifications - This processing is necessary for the compliance with legal obligations to which Reckitt is subject. This processing is also necessary for the purpose of the legitimate interests pursued by Reckitt.

3. Improving business processes, including reviewing our recruitment processes and tools. This processing is necessary for the purpose of the legitimate interests pursued by Reckitt.

4. Recruitment planning, including the use of the Applicant Data to create profiles ("Applicant Profiles") to be included within the Reckitt Talent Community to enable Reckitt to consider you for any suitable positions that become available in the future - This processing is necessary for the purpose of the legitimate interests pursued by Reckitt.

In particular, Reckitt considers that it has a legitimate interests in:

- fully assessing applications for employment to ensure that only suitable and appropriate candidates are both assessed and selected;
- considering all suitable applicants for roles which may become available; and
- Improving business processes and increasing efficiencies.

Please do not include any personal information in your CV or other materials that you submit to Reckitt that you do not wish to be used for these purposes. Please do not include any personal information in your CV or other materials that you submit to Reckitt that you do not wish to be used for these purposes.

Processing special categories of Applicant Data

The sensitive or special categories of Applicant Data that may be processed by Reckitt are set out in this Privacy Statement. Where applicable data protection laws require us to process such special categories of Applicant Data on the basis of a specific lawful justification, we process the same under one of the following bases:

- the processing is necessary for the purposes of carrying out the obligations and exercising the rights of you or Reckitt in the field of employment law, social security and social protection law, to the extent permissible under applicable laws;
- the processing is necessary for reasons of substantial public interest;
- the processing is necessary to protect your vital interests or of another person where you are physically or legally incapable of giving consent (for example in exceptional situations such as a medical emergency); or
- the processing is necessary for the establishment, exercise or defence of legal claims.

In particular, we process special categories of Applicant Data in order to carry out diversity monitoring, make adjustments for you during the

recruitment process and to comply with our obligations under employment law.

Reckitt may seek your consent to certain processing which is not otherwise justified under one of the above bases. If consent is required for the processing in question, it will be sought from you separately to ensure that it is freely given, informed and explicit. Information regarding such processing will be provided to you at the time that consent is requested, along with the impact of not providing any such consent. You should be aware that it is not a condition or requirement of your application to agree to any request for consent from Reckitt.

Processing data relating to criminal convictions and offences

Applicant Data relating to criminal convictions and offences will only be processed where authorised by applicable laws, for example a criminal record check may be carried out on recruitment where authorised by applicable laws. This specifically relates to Treasury positions, Level B roles and above in Shared Service Centres, positions that require the signing off of Financial Accounts, and investigatory roles.

Mandatory data

Where we ask you to provide personal data to us on a mandatory basis, we will inform you of this at the time of collection and in the event that particular information is required by the contract or statute this will be indicated. Failure to provide any mandatory information will mean that we cannot carry out certain processes. For example, if you do not provide us with your contact information, educational history or right to work information, we will not be able to consider you properly for the role that you have applied for. In some cases it may mean that we are unable to employ or engage you as Reckitt will not have the personal data we believe to be necessary to make the relevant decisions or for the effective and efficient administration and management of an ongoing relationship with you.

Sharing Applicant Data

Within Reckitt, your personal data can be accessed by or may be disclosed internally on a need-to-know basis to:

- local, regional and global HR, including managers and team members;
- local, regional and executive management responsible for managing or making decisions in connection with the relevant recruitment exercise (including, without limitation, staff from the division and geography that you have applied to);
- local and regional support services (such as travel bookings and other support services) and personal assistants;
- system administrators; and
- where necessary for the performance of specific tasks or system maintenance by staff in Reckitt teams such as the Finance and IT Department and the Global HR information systems support team.

Personal data may also be shared with certain interconnecting systems. This includes sharing data with SHL for applicant online testing purposes. Data contained in such systems may be accessible by providers of those systems, their affiliates and sub-contractors such as their online support and maintenance teams in the US and India.

Reckitt, its sub-contractors or agents may process your Applicant Data on the basis set out in this Privacy Statement. This may include authorised Reckitt employees, IT support, and SAP support (who run the Reckitt recruitment platform (SuccessFactors Recruiting)). Due to the size and complexity of Reckitt's operations it is not possible to name each of our data recipients in this notice. Examples of third parties with whom your data will be shared include Reckitt's clients (and client staff, where appropriate), suppliers (and supplier staff), tax authorities, regulatory authorities, Reckitt's insurers, bankers, IT administrators, lawyers, auditors, investors, consultants and other professional advisors, payroll providers, and administrators of Reckitt's benefits programs. Reckitt expects such third parties to process any data disclosed to them in accordance with applicable law, including with respect to data confidentiality and security.

Where these third parties act as a "data processor" they carry out their tasks on our behalf and upon our instructions for the above mentioned purposes. In this case your personal data will only be disclosed to these parties to the extent necessary to provide the required services.

At times, Reckitt may be required to transfer Applicant Data to selected external third parties that have been contracted to perform certain employment-related or government compliance services on their behalf. These third parties will process the data in accordance with Reckitt's instructions or make decisions regarding the data as part of the delivery of their services. In either instance, Reckitt will select reliable suppliers who undertake, by contract or other legally binding and permissible means, to put in place appropriate security measures to ensure an adequate level of protection. Such selected third parties will have access to Applicant Data solely for the purposes of performing the services specified in their applicable service contract with Reckitt.

Reckitt may be required to disclose certain Applicant Data to other third parties, including but not limited to governmental authorities (1) as a matter of law (e.g., to tax and social security authorities); (2) to protect Reckitt's legal rights; (3) in an emergency where the health or security of an Applicant or Applicant Data is endangered; or, (4) for any other purpose required by applicable laws.

Overseas transfers

The information you provide here may be shared for recruitment purposes with one or more of Reckitt companies throughout the world (including Reckitt Shared Service Centers in Poland, Malaysia, Mexico) each of which is an independent legal entity and is acting as data controller. This means that the information you provide here may be accessible by Reckitt companies outside of the country in which you are located. In some cases, the local laws regarding data protection will not necessarily be as strong as they are in the country in which you are located. However, Reckitt will ensure that if information is transferred outside your country of residence it will still be treated in accordance with this Privacy Statement.

Where required by applicable data protection laws, Reckitt has ensured that service providers (including other Reckitt associated companies) sign standard contractual clauses as approved by the European Commission or other supervisory authority with jurisdiction over the relevant data exporter. You can obtain a copy of any standard contractual clauses in place which relate to transfers of your personal data by contacting the Reckitt Group Privacy Office at privacyoffice@reckitt.com, although some details may be redacted for confidentiality reasons.

Retention

Reckitt endeavours to ensure that Applicant Data is kept as current as possible and that irrelevant or excessive data are deleted or made anonymous as soon as reasonably practicable. However, some Applicant Data may be retained for varying time periods in order to comply with legal and regulatory obligations and for other legitimate business reasons.

It is Reckitt's policy to retain your information for a period of 2 years, save from the date on which you accept this statement. You will be asked to accept this statement every time you login to your account. This means that your data will be stored for 2 from the date on which you last login to your account. If you would like to update your details or if you do not wish for your information to be retained by Reckitt during this time, you may amend or Deactivate your account at any time

Security of data

Reckitt uses a variety of technical and organisational methods to secure your Applicant Data in accordance with applicable laws.

Reckitt is committed to protecting the security of the Applicant Data you share with us. In support of this commitment, we have implemented appropriate technical, physical and organisational measures to ensure a level of security appropriate to the risk.

Your rights

You may be entitled under the applicable data protection laws to the following rights in respect of your personal data:

- 1. Information and access:** You have the right to be provided with certain information about Reckitt's processing of your personal data and access to that data (subject to exceptions).
- 2. Rectification:** If your personal data changes, we encourage you to inform us of the change. You have the right to require inaccurate or incomplete personal data to be updated or corrected.
- 3. Erasure:** You have the right to require that your data be erased in certain circumstances, including where it is no longer necessary for us to process this data in relation to the purposes for which we collected or processed the data, or if we processed this data on the basis of your consent and you have since withdrawn this consent.

4. Data portability: Where we process your personal data on the basis of your consent, or where such processing is necessary for entering into or performing our obligations under a contract with you, you may have the right to have the data transferred to you or another controller in a structured, commonly used and machine-readable format, where this is technically feasible.

5. Right to object to certain data processing: To the extent that Reckitt is relying upon the legal basis of legitimate interest to process your personal data, then you have the right to object to such processing, and Reckitt must stop such processing unless we can either demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms or where Reckitt needs to process the data for the establishment, exercise or defence of legal claims. Where Reckitt relies upon legitimate interest as a basis for processing we believe that we can demonstrate such compelling legitimate grounds, but we will consider each case on an individual basis.

6. Right to restriction of processing: You have the right to restrict Reckitt's processing of your personal data while your request for data rectification or objection to personal data processing is being considered, if we no longer need to process your data but you need that data in connection with a legal claim, or if our processing is unlawful but you do not want us to erase the data. If this right applies, we will continue to store your data but will only further process it with your consent, for the establishment, exercise or defence of legal claims, to protect the rights of another person, or for reasons of important public interest.

7. Right to withdraw consent: To the extent that Reckitt is relying upon your consent to process personal data, you have the right to withdraw such consent at any time.

8. Complaint: You also have the right to lodge a complaint with a supervisory authority, in particular that in your Member State of residence, where applicable.

All such requests to exercise any of the rights set out above may be made by sending a request in writing to:

Attn: Group Privacy Office

Reckitt

103-105 Bath Road

Slough, Berkshire, SL1 3UH

Non-Personally Identifiable Information Collected Automatically

In some cases, we may collect information about you that is not personally identifiable. Examples of this type of information include the type of Internet Browser you are using, the type of computer operating system you are using, and the domain name of the site from which you linked to our site or advertisement. We use this information for the purposes of better understanding our customers' interests and to help improve our business and sites.

For information visit: <https://www.reckitt.com/privacy-policy>

Information We May Place Automatically On Your Computer's Hard Drive

When you view one of our sites or advertisements, we may store some information on your computer. For example, this information may be in the form of a "Cookie" or similar file that will enable you to continue with a previously saved application. With most Internet Browsers, you can erase Cookies from your computer hard drive, block all Cookies, or receive a warning before a Cookie is stored. Please refer to your Browser instructions or help screen to learn more about these functions. Please note that removing or blocking Cookies may interfere with your full use of our site.

Whom to Contact

Reckitt will ensure that the terms of this Privacy Statement are observed and that all persons who have access to Applicant Data will comply with the terms of this Privacy Statement. If at any time, you have any questions regarding your personal data or this Privacy Statement, you may contact Reckitt at:

Attn: Group Privacy Office

Reckitt

103-105 Bath Road

Slough, Berkshire, SL1 3UH

This Privacy Statement is effective as of 25th May 2018

