

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 Notice outlines the information Reckitt Deals in respect of all of its applicants and interview candidates. We take your data protection rights and our legal obligations seriously.

Reckitt Benckiser (Australia) Pty Ltd and/or Reckitt (Hygiene Home) Australia Pty Ltd will be the data controller of your personal information. In addition, where processing of personal information is undertaken by Reckitt group companies for their own independent purposes, these group companies may also be the controllers of your personal information.

We have a Group Data Protection Officer ("DPO") who is responsible for compliance with data protection law. You may contact Reckitt's Group Data Protection Officer securely and confidentially at any time if you have any concerns about the processing of your personal information or any data protection issue by emailing anzprivacyoffice@rb.com. You can also email this address if you have any questions regarding the Dealing of your personal information, your privacy rights including violation of such rights, or for guidance as to the applicable reporting requirements in the event you are aware of an unauthorised disclosure of information.

This Privacy Notice 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 Notice and you should therefore periodically visit our [Careers](#) page to be sure that you have read the most current Privacy Notice.

For the purposes of this Privacy Notice, “Dealing”, “Dealt” or “Deals” means collecting, recording, holding, organising, storing, adapting, altering, retrieving, consulting, using, disclosing, transferring, providing access, combining, blocking, erasing or destroying Personal Information

Personal Information

Personal information is information or an opinion relating to an identified or reasonably identifiable individual. An identifiable individual 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, signature, address, telephone number, date of birth, 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 information about yourself that you provide to Reckitt in the context of applying for a position with Reckitt will be used for recruitment purposes (as described in detail below) and the personal information will be Dealt with in accordance with this Privacy Notice and +any applicable laws.

We may collect various types of personal information about you for the purposes described in this Privacy Notice, including:

- **Identity information:** such as name, gender, marital status, personal email, job title, nationality, passport number and visa information, eligibility for work in certain countries, home address, telephone numbers and previous residential address
- **Recruitment data:** such as education and training, qualifications, languages spoken, 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, public 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 information of third parties, such as referees. The personal information regarding third parties that you provide to us will be processed for the purposes of your application. Before you provide information 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 personal information falling into special categories, sometimes called “sensitive information”. 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.

In addition, depending on the role that you have applied for and to the extent permitted by applicable laws, we may also process criminal records and information regarding criminal offences or proceedings.

How does Reckitt collect data?

Reckitt collects and records your personal information 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 materials generated by the relevant recruiter, HR, other 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 information 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 your information from other consultants and some information may be gathered from publicly available sources.

We may also obtain some of your 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 personal information is collected and processed for various business purposes, in accordance with applicable laws. We may collect and process your personal information for various purposes, as set out in this Privacy Notice.

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

- the processing is reasonably 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 personal information;
- 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 process your personal information for the following purposes:

1. **Recruitment and selection** - This is a necessary step in order to draft 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 to the extent permitted by applicable laws, 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 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 personal information 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 interest 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.

When we process your personal information to meet our legitimate interests, we balance our legitimate interests against your fundamental rights and freedoms and we implement appropriate safeguards to ensure

that your interests, rights and freedoms do not override our legitimate interests. For more information about the balancing tests that we have carried out, please contact us as indicated below.

Processing special categories of personal information

The sensitive information that may be processed by RB are set out in this Privacy Notice. Where applicable data protection laws require us to process such sensitive information on the basis of a specific lawful justification, we process the same with your consent and the information is reasonably necessary for undertaking one or more of the activities mentioned under this Privacy Notice.

In particular, we may Deal with sensitive information in order to carry out diversity monitoring, make adjustments for you during the recruitment process and to comply with our obligations under employment law.

If consent is required for Dealing with such personal information, it will be sought from you separately to ensure that it is freely given, informed and explicit. Information regarding any such Dealing 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

Personal information 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.

Mandatory data

Where we ask you to provide personal information 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 a contract or statute this will be indicated. Failure to provide any mandatory information may 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 may 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 information 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 personal information

Within Reckitt, your personal information 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 jurisdiction 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 information may also be shared with certain interconnecting systems. This includes sharing data with vendors who support with 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. 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 for support and maintenance purposes only.

Reckitt, its sub-contractors or agents may process your personal information on the basis set out in this Privacy Notice. This may include authorised Reckitt employees, IT support, and Oracle support (who run the Reckitt recruitment platform Taleo). 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 may 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 requires 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 information will only be disclosed to these parties to the extent necessary to provide the required services.

At times, Reckitt may be required to transfer personal information to selected external third parties that have been contracted to perform certain employment-related or government compliance services on our behalf. These third parties will Deal with such personal information in accordance with Reckitt's instructions or make decisions regarding the personal information 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 may have access to your personal information solely for the purposes of performing the services specified in their applicable service contract with Reckitt.

Reckitt may be required to disclose certain personal information 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 personal information is endangered; or, (4) for any other purpose required by applicable laws.

Data transfers, including 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 Notice and the Australian Privacy Principles.

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 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 personal information is kept as current as possible and that irrelevant or excessive data are deleted or made anonymous as soon as reasonably practicable. However, some personal information 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 6 months, save for in North America which is 2 years 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 6 months except North America which is 2 years from the date on which you last login to your account.

Security of information

Reckitt uses a variety of technical and organisational methods to secure your personal information in accordance with applicable laws. Reckitt is committed to protecting the security of the personal information 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. Right to withdraw consent: To the extent that Reckitt is relying upon your consent to process personal information, you have the right to withdraw such consent at any time.
4. Complaint: You also have the right to lodge a complaint with a supervisory authority, in Australia. In Australia, the supervisory authority is Office of the Australian Information Commissioner (www.oaic.gov.au) who can be contacted by:
 1. Post: GPO Box 5218, Sydney NSW 2001;
 2. Phone: 1300 363 992
 3. Email: enquiries@oaic.gov.au

For further information regarding your rights, or to exercise any of your rights, please contact DLanzprivacyoffice@rb.com or [click here](#) to fill in an online Data Subject Access Request form that is received directly by Privacy Office team.

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

Attn: Group Privacy Office
Reckitt Benckiser
103-105 Bath Road
Slough, Berkshire, SL1 3UH
United Kingdom

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 to help improve sites.

For information visit: <https://www.rb.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.

For information visit: <https://www.rb.com/cookie-policy/>

Whom to Contact

Reckitt will ensure that the terms of this Privacy Notice are observed and

that all persons who have access to personal information will comply with the terms of this Privacy Notice. If at any time, you have any questions regarding your personal data or this Privacy Notice, you may contact Reckitt at:

Attn: Privacy Officer
Reckitt Benckiser (Australia) Pty Ltd
Level 47/680 George Street,
Sydney, NSW, 2000, Australia

This Privacy Notice is effective as of June 2026