

KIMBERLY-CLARK RECRUITMENT PRIVACY NOTICE

This purpose of this Notice is to explain how we, Kimberly-Clark (“K-C”), handle personal data about our job applicants and to explain the rights that applicants have under data protection law. In this Notice, we refer to this type of information as “Application Data.”

This Notice applies to applications submitted via our Careers website <http://www.careersatkc.com/> and third parties, such as recruitment agencies and job boards. It also applies to applications submitted via other means, such as by post and email.

“K-C” means Kimberly-Clark Corporation and any of its subsidiaries and affiliates, as existing from time to time.

1. THE K-C DATA PRIVACY PRINCIPLES

K-C observes the following Data Privacy Principles in relation to Application Data:

1. **Fairness and Transparency:** We process personal data fairly and provide individuals with information about how and why their personal data is processed
2. **Lawful Processing:** We only process personal data, including sensitive personal data, lawfully where we have a valid legal basis
3. **Purpose Limitation:** We only collect personal data for a specific, explicit and legitimate purpose and make sure that any subsequent processing is compatible with that purpose, unless we have obtained the individual’s consent or the processing is otherwise permitted by law
4. **Data Minimisation:** We only process personal data that is adequate, relevant and limited to what is necessary for the purpose for which it was collected
5. **Data Accuracy:** We take reasonable steps to ensure personal data is accurate, complete, and, as necessary, kept up to date
6. **Individual Rights:** We allow individuals to exercise their rights in relation to their personal data, including their rights of access and rectification
7. **Storage Limitation:** We only keep personal data for as long as it is needed for the purpose for which it was collected or for a further permitted purpose
8. **Data Security:** We use appropriate security measures to protect personal data, including where third parties are processing personal data on our behalf
9. **Accountability:** We take steps to comply with, and be able to demonstrate compliance, with the K-C Group 9 Data Protection Principles and the K-C Group privacy programme

2. WHAT APPLICATION DATA DOES K-C COLLECT?

K-C will generally only collect personal data in the recruitment process that is necessary to assess you for the post applied for. This may include the following categories:

- Information you provide in order to set up an account (“**Profile**”) on our Careers website, such as your email address;
- Information you provide in order to apply for a job vacancy with K-C to tell us who you are and to build a picture of your capabilities and suitability for certain positions, such as your name, contact information, nationality, professional qualifications, previous employment history, personal interests, experiences and a copy of your resume;
- Information collected by K-C as a result of the recruitment process, such as your performance at assessment centres, interview or in other assessments and information provided by your referees; and

- Information related to your use of our Careers website, for example your IP address. This information may be collected by using cookie technology. For more information about how K-C uses cookies please see our Global Online Privacy Notice.

Personal data about criminal convictions or medical information will only be sought where permitted by local law.

We will indicate where the information we have requested is mandatory or optional.

3. WHAT WILL K-C DO WITH YOUR APPLICATION DATA?

The main purposes for which we use Application Data include:

- **Supporting and Processing your Job Application**, for example, so we can assess your ability to meet the job specification, in order to shortlist applicants and to verify references and professional qualifications provided by those applicants;
- **Improving our Application Process**, for example to ensure that our Careers website is user-friendly and contains appropriate and helpful information; and
- **Ensuring compliance with our Code of Conduct**, for example to ensure that we are living up to our values and, in particular for equal opportunities monitoring purposes.

We may verify the Application Data you provide during the recruitment process and/or collect personal data about you from sources other than you to assist with our 'Pre-Employment Checks.' This may include checking your qualifications, directorships, financial history (e.g. bankruptcy) and if you have a criminal record. If this occurs:

- You will be told in advance which aspects of your Application Data will be verified including an explanation of how the Pre-Employment Checks will be carried out; and
- Information about criminal convictions (if collected) or medical information will only be collected through official authorised sources and in accordance with applicable law.

Where it is necessary and appropriate to you're the role you have applied for, we may also require you to undertake drug and alcohol testing prior to commencing your employment with us.

IMPORTANT: If you indicate that you do not have the right to work in the country in which you are applying for a position, the system will automatically drop your application and it will not be reviewed by K-C. However, if you would like to explain your circumstances to us, please contact us using the contact information set out in paragraph 8 below.

K-C will only process your Application Data where we have a legal basis for doing so. K-C's processing of Application Data is generally because it is necessary for us to decide whether to enter into a contract of employment with you. In addition, certain data processing may be based on your consent (which you have the right to withdraw) or because it is necessary to comply with a legal obligation or to enable us to pursue our legitimate business interests (for example where it is necessary to understand our applicants in sufficient detail so we can deliver an effective recruitment service).

4. WHO IS YOUR APPLICATION DATA DISCLOSED TO?

(a) Within K-C

K-C restricts access to Application Data to people within the K-C Group to those who have a "need to know" that information. For example, certain individuals throughout the K-C Group will have access to your Application Data in order to process your job application and manage the recruitment cycle.

(b) Outside K-C

K-C shares Application Data with authorised third party service providers, in order to conduct and manage recruitment. For example, we may share your personal information with these service providers in order to conduct screening and verification of your application and the information you have provided to K-C. This includes verifying academic and professional qualifications.

It is possible to log into our Careers website and create a profile using your log in credentials for other organisations, such as Facebook and LinkedIn. These other organisations may use information about your visit to our Careers website on their pages. If you browse these pages while still also logged in to your account with us, information they collect may be connected to your account on their site. For more information on how these organisations use information, please read their privacy notices.

Generally, K-C will only disclose your Application Data to third parties outside K-C and its suppliers:

- when required to do so by law;
- in response to a legitimate request for assistance by the police or other law enforcement agency; and
- to seek legal advice from K-C's external lawyers or in connection with litigation with a third party.

5. HOW LONG WILL K-C RETAIN YOUR APPLICATION DATA?

We keep your Application Data in accordance with our internal retention policies and procedures. Typically, if you are unsuccessful in your job application with us (or if you reject the position), your Application Data will be destroyed usually within 1-3 years (depending on the jurisdiction) in order to comply with our legal obligations and so that we may contact you again if another suitable position arises. If you would like more information on our retention of your Application Data, please contact us.

If you are successful in your application and join K-C we will retain your personal data in accordance with our internal data retention policies and procedures. More information will be provided when you start.

6. WHERE DOES K-C STORE YOUR APPLICATION DATA?

Applicants in the European Economic Area (the "EEA") and the UK should be aware that their Application Data may be transferred to, and stored at, a destination outside the EEA and the UK in countries, which have less strict, or no data protection laws, when compared to those in Europe. It may also be processed by staff operating outside the EEA or the UK who work for us or for one of our suppliers, for example in the provision of support services.

Whenever we transfer your Application Data outside of the EEA or the UK, we will take legally required steps to ensure that adequate safeguards are in place to protect your Application Data and to make sure it is treated securely and in accordance with this Notice. If you are located in the EEA or the UK, you may contact us for a copy of the safeguards which we have put in place to protect your Application Data and privacy rights in these circumstances.

7. EXERCISING YOUR RIGHTS

You may have the right to request access to, rectification or erasure of, the Application Data K-C holds about you. You may also have the right to object to or restrict certain types of processing of your Application Data and request to receive a machine-readable copy of the Application Data you have provided K-C. Remember that you can update your Contact Information in your online account Profile.

Any request to exercise one of these rights will be assessed by K-C on a case by case basis. There may be circumstances in which we are not legally required to comply with your request because of the laws in your jurisdiction or because of relevant legal exemptions provided for in data protection legislation.

8. CONTACT US

Please contact us by email at KCHelpLine@kcc.com if you would like to find out more about any matters relating to this Notice or to exercise your rights as outlined in paragraph 7 above.

If you have concerns about the way in which K-C has handled your Application Data you have the right to complain to your Data Protection Authority. However, if you have concerns we encourage you to raise this with K-C in the first instance.