

## **Corning Incorporated**

### **Notice of Personal Data Collection and Processing for Customers**

On behalf of itself and its majority owned subsidiaries, Corning Incorporated is providing the following notice to customers in regard to the processing of personal data. Please inform your employees whose personal data may be shared with Corning about the following data protection provisions.

#### **1. Data Collection and Use**

As a data controller, Corning collects, uses and processes personal data related to your employees (hereinafter referred to as “Data Subject”), primarily the personal data of our individual contacts within your company (hereinafter referred to as the “Personal Data”) in the context of the performance of your contract and also based on its legitimate interest to send commercial communication in accordance with legal requirements. The Personal Data are processed by Corning in order to perform customer management operations related to your contract(s) with Corning, your orders & deliveries, invoices, accounting management, relationship management, and also in order to inform you on our products and solutions you may be interested in, or to invite you to relevant events. This data processing is necessary for managing Corning’s activity as described. Failure to provide such data or objection to their collection and use will negatively impact our ability to efficiently manage the commercial relationship between you and Corning, as well as potentially the performance of our obligations under the aforementioned contract(s).

Some (or all) of the Personal Data may sometimes be jointly used by the relevant local Corning entity and Corning Incorporated which can be together considered as joint controllers (herein collectively referred to as “Corning”, “we”, “us” or, “our”).

#### **2. Disclosure**

The Personal Data will only be accessible by a limited list of recipients on a need to know basis, including those personnel in Corning’s customer service, marketing, and commercial organizations involved in the handling of your contract and commercial relationship with Corning. The Personal Data may not be provided to third parties, except other Corning entities and services providers acting on behalf of Corning in connection with the administration of your commercial relationship with Corning, without the prior authorization of the Data Subjects.

The Personal Data may be transferred to third countries, including countries which do not have the same level of protection of personal data as in the EEA. Data transfers to other Corning entities are covered by the Group’s Binding Corporate Rules (“[BCRs](#)”) whereas data transfers to our services providers, if applicable, are secured through appropriate contractual guarantees such as the EU Commission’s Standard Contractual Clauses, an adherence to the Privacy Shield for transfers to the USA where applicable, or BCRs for processors. You may request and receive copy of such documents by contacting the Corning Privacy Office as provided in the “Contact Us” section below.

#### **3. Data retention**

Corning only keeps the Personal Data for as long as we need it for the purpose for which we hold the Personal Data. To determine the data retention period of your data, we use the following criteria:

- The Personal Data are retained for the duration of our contractual relationship and for a period as permitted by local law or regulation from the end of said relationship (for example from the end of a services agreement);

- Any Personal Data used for direct marketing is kept until un-subscription by the Data Subject or after a period of inactivity defined in accordance with local regulations and guidance. In that case, we will only keep the information necessary to handle your right to object in accordance with local regulations.

#### **4. Your rights**

You are allowed to obtain access to the Personal Data that Corning processes and can make reasonable requests to correct, amend, or delete information, where it is inaccurate. You can also exercise your right to request the restriction of the processing of your personal data.

In addition, whenever Corning processes your personal data based on its legitimate interest, you may at any time object to such processing on legitimate grounds relating to your particular situation.

You also have the right to lodge a complaint with a supervisory authority if you suspect that Corning is not compliant with applicable data protection rules. In addition, you can find in the [BCRs](#) of Corning (and more specially in Articles 5.1, 5.4, 6.3, 6.4 and appendix 2) the data protection principles to which Corning is subject and that you have the right to enforce, as a third party beneficiary. If you suffer any damage related to the processing of your personal data, you have the rights to seek redress and, where appropriate, receive compensation as may be ordered by the competent court or Supervisory Authority or as decided according to the internal Corning complaint mechanism, if used.

#### **5. Contact us**

For any request related to the processing of their Personal Data, including information about Corning's entities and appointed Data Protection Officers, the Data Subjects should contact:

Corning Privacy Office  
One Riverfront Plaza  
MP-HQ-W1-Z12  
Corning, NY 14831  
(607) 974-9000

[Privacy@corning.com](mailto:Privacy@corning.com)