

## **Data Protection Notice for Job Applicants**

The protection of your information is very important to Corning. This notice (hereinafter referred to as the “Data Protection Notice”) is intended to inform you of how the information, including your personal data you submit, is collected, processed, and used when applying for a job at Corning. Collectively, this information is hereinafter referred to as “Job Application Data.”

Corning entities will handle Job Application Data in accordance with Corning’s Global Data Protection Policy (hereinafter referred to as the “Policy”), which was drafted in compliance with the General Data Protection Regulation<sup>1</sup> (“GDPR”) rules, and in accordance with all local laws applicable in the place(s) where the Job Application Data is processed. Where local law requires less protection than that established by the Policy, Corning will still handle your Job Application Data as outlined in the Policy, available at [http://www.corning.com/media/worldwide/global/documents/Global\\_Data\\_Protection\\_Policy\\_FINAL\\_ENGLISH.pdf](http://www.corning.com/media/worldwide/global/documents/Global_Data_Protection_Policy_FINAL_ENGLISH.pdf)

### **Data collection and use**

All Job Application Data you submit is ultimately collected by Corning Incorporated, based in Corning, New York, USA. Job Applicant Data is also shared with the relevant local Corning entity of the country in which you are applying for a job. Both Corning Incorporated and the relevant local Corning entity (hereinafter collectively referred to as “Corning”) act as Joint Data Controllers<sup>2</sup> in respect of your Job Application Data.

Corning processes Job Application Data based on its legitimate interest as an organization in recruiting qualified employees suitable for offered job positions.

a. What types of information do we process?

This Data Protection Notice covers all Job Application Data you submit to Corning, such as:

- Name, address, email address, telephone number, or other contact information;
- Information contained in your resume, CV, or cover letter, such as previous work experience, education, awards and certifications, or other information you provide for our consideration;
- Type of employment sought, desired salary, willingness to relocate, or other job preferences; and
- Names and contact information for referrals, if applicable.

It is your responsibility to inform your references of the potential data processing of their information before providing their personal data to us.

Corning does not wish to receive, and you should not provide to Corning, confidential, proprietary, or patented information which you may have received from your previous employers.

b. For what purposes will Job Application Data be used?

The Job Application Data you provide will be used to assess your application for employment at Corning, to verify your information and to conduct reference checks, if and to the extent permissible

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<sup>1</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC

<sup>2</sup> Two or more controllers who jointly determine the purposes and means of processing.

under the applicable law, and to communicate with you and inform you of additional career opportunities.

If you accept employment with Corning, the information collected will become part of your employment record and will be used for employment purposes.

c. **Your Choice**

Providing your Job Application Data is voluntary. However, if you choose not to provide all of the Job Application Data that is requested for your application, our ability to consider you as a candidate may be limited.

## **Disclosure**

a. Who may access your Job Application Data?

Your Job Application Data may be accessed by: (i) select employees of Corning, on a need to know basis, such as your potential future manager(s), employees of the Human Resources Department, and IT (for maintenance purposes only); (ii) select employees of our external service providers who support Corning with the administration of recruitment applications; and (iii) employees of other Corning entities, on a need to know basis, for employment consideration purposes.

b. What happens when your Job Application Data is accessible by a recipient located in another jurisdiction?

Corning is a global organization, with businesses, legal entities, IT systems, management structures and processes that cross borders. Some Corning entities are located outside the European Union. The transfer of your Job Application Data will be carried out in accordance with the Corning Group's Binding Corporate Rules <http://www.corning.com/worldwide/en/privacy-policy/binding-corporate-rules.html>.

Corning's service providers may also be located in jurisdictions that do not provide an adequate level of protection pursuant to EU standards. In such cases, Corning will secure the transfer of your Job Application Data through appropriate contractual safeguards such as the EU Commission's Standard Contractual Clauses, through the Privacy Shield certification regarding transfers to the USA where applicable, or BCRs for Processors. You may request and receive a copy of such documents by contacting the Corning Privacy Office as provided in the "Contact Us" section below.

Finally, Corning will not supply any Job Application Data to any third party other than those discussed above without your prior express authorization.

## **Data Retention**

Job Application Data for applicants seeking employment is kept as long as the applicant is actively seeking employment with Corning. Applicants that have not been selected for open requisitions will be kept on record in accordance with local regulations.

## **Your Rights**

You are allowed to obtain access to your Job Application Data, and can make reasonable requests to correct, amend, or delete information, where it is inaccurate. You can also delete your previous applications at any time by logging into the Corning's job application webpage [www.corning.com/careers](http://www.corning.com/careers). You also can exercise your rights to obtain the portability of your personal data or 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 may exercise your above mentioned rights or ask any question regarding the handling of your Job Application Data by sending a request to [privacy@corning.com](mailto:privacy@corning.com).

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 Corning's BCRs <http://www.corning.com/worldwide/en/privacy-policy/binding-corporate-rules.html> (and more specifically 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 right to obtain 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.

### **Contact us**

Please find here the list of the Corning entities along with their Contact Details <http://www.corning.com/media/worldwide/global/documents/datacontrollers.pdf>

For any inquiries, complaints, or concerns regarding the protection and privacy of your personal data, please contact the Corning Privacy Office:

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

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