



JOB APPLICANT PRIVACY NOTICE

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1. Purpose

This Job Applicant Privacy Notice (“Notice”) applies to a job applicant’s personal information that Archer Daniels Midland Company (“ADM”) collects and processes. ADM is committed to respecting job applicants’ privacy and protecting job applicants’ personal information. The term “job applicant” or “you”, as used in this Notice, means individuals who apply for or are in the process of being considered for employment with ADM.

We are providing this Notice to help you better understand the following:

- Personal Information ADM Collects
- How ADM Uses Your Personal Information
- How ADM Protects Your Personal Information
- How Your Personal Information is Shared with Third Parties
- Cross-Border Data Transfers of Your Personal Information
- Obtaining and Handling Your Consent
- How to Submit Privacy Related Inquiries and Complaints

Note: National laws may be stricter, and in that event, will supersede the requirements noted here. When national laws supersede, all decisions will be subject to a weighing of interest between ADM and your personal rights.

2. Personal Information ADM Collects

To the extent appropriate and in accordance with applicable law, ADM may collect various types of personal information about you in connection with your job application process at ADM. This may include the following categories:

- **Recruitment information** (e.g. any information shared in the application process, including information from a cover letter, resume, application form, or similar documentation - this may include information such as employment history, education, skills, or any other details typical to the application and interview process)
- **Contact information** (e.g. business contact information, home address, home phone number, personal email addresses)
- **Career and job performance information:** (e.g. job level/position, details of skills and experience from the referrals provided)
- **Aptitude and leadership skills related information:** (e.g. personality and work style assessment, leadership skills, and critical thinking skills)
- **Background check information:** authorized by applicant if and to the extent allowed by applicable law (e.g. information about judicial disputes and criminal records)
- **Automatically collected information:**(e.g. information collected via cookies and web beacons including IP address, browser name, operating system details, domain name, date, time of visit and page(s) viewed)

When collecting personal information from you, ADM will inform you whether the requested information is obligatory or voluntary. If you chose not to provide certain information (e.g. not provide information about prior employment), this may impact our ability to process your application.

Prior to collecting sensitive information about you (e.g. data relating to gender, race or ethnic origin, political opinions, religious beliefs, trade union membership, criminal record, physical or mental health, or sexual orientation), ADM will obtain your explicit consent. The collection of such information will be optional except where required by the laws of the country in which the position you occupy is located.

3. How ADM Uses Your Personal Information

ADM may use your personal information for job application-related purposes, including:

- **Recruitment:** (e.g. to contact, interview, screen, evaluate, select, and hire you)
- **Comply with legal obligations:** (e.g. in connection with litigation or an internal investigation or audit, if and to the extent allowed by applicable law)

To the extent appropriate and in accordance with applicable law, ADM may seek additional data and/or verify your personal information by contacting your references, referrer, and other third parties.

We will maintain your personal information for legitimate business reasons and only as long as required to complete your application procedure, as requested by you (e.g. to inform you about job positions in the future and to facilitate your applications in the future), for keeping track of rejected applications as required by law, or as otherwise required by law or regulation.

ADM will not sell, trade, or lease personal information about you to any third party.

4. How ADM Protects Your Personal Information

ADM uses technical, administrative, and physical measures to protect your personal information against accidental or intentional destruction, loss, alteration, unauthorized disclosure, or access and against other unlawful forms of collecting and processing. ADM follows industry standards and practices to help protect the confidentiality and integrity of your personal information that is collected and processed. When your personal information is shared, ADM will take a proactive approach to prevent the unauthorized use of personal information.

5. How Your Personal Information is Shared with Third Parties

ADM may disclose your personal information to:

- **Third parties:** ADM may share your personal information with third parties to the extent appropriate in accordance with applicable laws under the following cases:
 - **Purposes authorized by you:** when you have requested or authorized such sharing (e.g. verifying employment status)
 - **Contractors, partners, or other third parties:** supporting ADM in the recruitment process (e.g. third party recruitment agencies), as far as such access to data is required for providing recruiting related services
 - **Special circumstances:** under certain special circumstances (e.g. responding to an emergency that is believed to threaten or harm an individual)
- **Courts, law enforcement agencies, or other government agencies:** ADM may disclose your personal information to courts, law enforcement, or other government agencies in order to comply with legal and regulatory requests. Such information may be disclosed to:
 - Protect your or ADM's legal claims and interests
 - Defend against potential or actual litigation
 - Abide by applicable law, regulation, or contracts
 - Respond to a court order, administrative process, or judicial process including, but not limited to, a subpoena or a search warrant
 - Comply with ADM obligations where it is registered with any governmental agency
- **Ownership transferees:** ADM reserves the right to share your personal information in the event it sells, licenses, or transfers all or a portion of its business or assets. Should such a sale, lease (licensing), or

transfer occur, ADM will direct the transferee to use your personal information in a manner that is consistent with this Notice.

6. Cross-Border Data Transfers of Your Personal Information

ADM may transfer your personal information across country borders in accordance with applicable local laws and regulations. In situations where the country to which the personal information is transferred does not provide an adequate level of protection, a determination of the safeguards to personal information will be made prior to the transfer of personal information.

7. Obtaining and Handling Your Consent

ADM will seek to obtain your voluntary consent where required by applicable law. ADM respects your decisions about the collection and use of your personal information. You have the ability to revoke your consent for future collection and processing of personal information at any time subject to applicable legal obligations, and you may do so by contacting ADM using the contact information below.

8. How to Submit Privacy Related Inquiries and Complaints

You may use the contact information below to request access to and/or amendment/deletion of the personal information that ADM has about you. You may also submit a general privacy related inquiry or complaint in accordance with applicable laws and regulations. Requests are sent to the person in ADM who is accountable for privacy policies and practices, in general. ADM will respond to such requests in accordance with applicable laws.

Please issue such requests by sending a completed complaint and inquiry form (available on ADM's Global Privacy Intranet website) to the Privacy office at DataPrivacy@adm.com, to the EU Data Protection Officer (DPO) if you are an employee in EU, or to your local DPO. Please provide your name and contact information along with your request.

Kimberly Rykhus, the Global Data Privacy Lead, is accountable for ADM privacy policies and practices, and can be contacted using the information below.

Email: Kimberly.Rykhus@adm.com

Telephone: +1 800-637-5843

This is the ADM toll free number. Privacy line is to be confirmed by ADM.

Mailing Address: 4666 Faries Parkway, Decatur, IL, 62526

Thomas Balzer, the EU DPO may be contacted directly in case of EU based inquires and complaints. He can be contacted using the information below.

Email: TBalzer@intersoft-consulting.de

Telephone:

EU DPO's contact details to be given here.

Mailing Address:

9. Effective Date

This Privacy Notice is effective from <<Date>>