

# Privacy Policy -- Employee

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use, and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

## 1. Who We Are

Sensient Technologies Corporation (and its subsidiaries) collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union and we are responsible as controller of that personal information for the purposes of those laws.

## 2. The Personal Information We Collect and Use

### a. *Information Collected by Us*

In the course of your employment with Sensient we collect the following personal information when you provide it to us:

- name, address, and other identifying information
- information necessary to provide you with pay and benefits
- information about your employment and, where appropriate, professional certification

We will inform you at the point of collecting information from you, whether you are required to provide the information to us.

### b. *How we use your personal information*

We use your personal information solely for the purpose of maintaining your employment relationship and providing you with pay and benefits under that relationship

### c. *Who We Share Your Personal Information With*

We share your information with third-party service providers necessary to administer the company and your relationship with the company

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party.

### d. *How Long Your Personal Information Will Be Kept*

- We will hold your personal information during the term of your employment
- Where the law requires that we hold your information for a period after your employment (e.g. maintenance of tax records, anti-discrimination laws, or other requirements) we will hold your information only as long as such other laws require

### e. *Reasons We Can Collect and Use Your Personal Information*

We rely on the administration of the employment relationship as the lawful basis on which we collect and use your personal data.

## 3. Transfer of Your Information Out of the EEA

We may transfer your personal information to the United States of America in order to facilitate your employment with the company. We will not otherwise transfer your personal data outside of the EU.

The United States does not have the same data protection laws as the EU. Any transfer of your personal information will be subject to a European Commission approved standards of data transmission and

processing and binding corporate rules in accord with Article 47 of the General Data Protection Regulation that are designed to help safeguard your privacy rights and give you remedies in the unlikely event of a misuse of your personal information.

#### **4. Your Rights**

Under the General Data Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- Access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
- Require us to correct any mistakes in your information which we hold
- Require the erasure of personal information concerning you in certain situations
- Receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- Object at any time to processing of personal information concerning you for direct marketing
- Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- Object in certain other situations to our continued processing of your personal information
- Otherwise restrict our processing of your personal information in certain circumstances

For further information on each of those rights, or to exercise any of those rights, please contact our Data Protection Officer at the contact points in Section 8.

#### **5. Keeping Your Personal Information Secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

#### **6. How to Complain**

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live, or where any alleged infringement of data protection laws occurred. The General Manager of your business unit can identify this supervisory authority upon request.

#### **7. Changes to This Privacy Notice**

This privacy notice was published on May xx, 2018 and last updated on May xx, 2018.

We may change this privacy notice from time to time, when we do we will inform you via e-mail.

#### **8. How to Contact Us**

Please contact our Data Protection Officer, at [dpo@sensient.com](mailto:dpo@sensient.com), 414-271-6755, or 777 E. Wisconsin Ave, Suite 1100, Milwaukee, WI 53202 if you have any questions about this privacy notice or the information we hold about you.