



## METHANEX EUROPE SA/NV - PRIVACY NOTICE JOB APPLICANTS

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Methanex Europe SA/NV (“**Methanex Europe**”) has a registered office at Drève Richelle, 161, bte 31, building P, Waterloo Office Park, 1410 Waterloo, Belgium and is registered with the Crossroads Bank for Enterprises under the number 0477.654.208.

This privacy notice provides information about personal data collected and processed by Methanex Europe or within its affiliated group of companies (the “**Methanex Group**”), acting as data controller in compliance with applicable data protection laws, in particular the European Regulation 2016/679 of 27 April 2016 called the General Data Protection Regulation (hereinafter “**GDPR**”) pertaining to individuals who respond to a job application or otherwise apply to work as an employee, temporary worker and/or individual contractor of Methanex Europe (hereinafter collectively referred to as “**Applicant**”).

This privacy notice explains why and how personal information about Applicants (hereinafter, “**Personal Data**”) is collected, what Personal Data is processed, who has access to Personal Data, how Personal Data is protected, how long Personal Data is retained, the rights of Applicants and who to contact for further information.

### **1 Why Methanex Europe processes Personal Data**

Methanex Europe keeps and processes Personal Data of Applicants for human resources and administrative purposes to manage the recruitment process, including for the following activities:

- evaluating job application data to assess and confirm an Applicant’s suitability for employment to make decisions regarding who employment is offered to;
- management reporting and statistical analysis and surveys regarding the quality of the recruitment process;
- internal audits and investigations; and/or
- verifying the information provided by an Applicant during the recruitment process, including verifying information with current/previous employers and references. No steps will be taken in this respect until an Applicant confirms the verification can take place.

### **2 Legal grounds for processing Personal Data**

Personal Data covered by this privacy notice is processed:

- to evaluate the Applicant suitability for employment with a view of entering into of an employment related contract;
- to satisfy or comply with legal obligations or requirements;
- for legitimate business interests of Methanex Europe; and/or

- where the Applicant has provided explicit consent to allow the processing of their Personal Data.

The nature in which Methanex Europe processes Personal Data for its legitimate interests is for management reporting and statistical analysis and surveys regarding the quality of the recruitment process and internal audits and investigations. Methanex Europe will never process Personal Data for its legitimate interests unless the processing is appropriately balanced against the interests and fundamental rights and freedoms of the Applicant.

As a general principle, Methanex Europe does not seek or rely on the consent of Applicants for processing Personal Data. However, there are limited circumstances when consent is required, such as if required by applicable law for processing of 'sensitive' personal data, in which case such consent will be obtained prior to processing.

### **3 Categories of Personal Data processed**

Personal Data is any personal information relating to an identified or identifiable natural person who is an Applicant. For the abovementioned purposes, Personal Data processed by Methane Europe includes the following categories:

- name, address and contact details, including telephone numbers and email address;
- details of qualifications, experience and employment history provided by the Applicant through job application data, resume and references;
- information about current level of remuneration and benefit entitlements;
- psychometric assessment data; and
- survey data.

### **4 Processing sensitive data**

For the purposes of recruitment, Personal Data regarding health data and criminal convictions or related security measures may be processed only as permitted or required by local law for the purposes of making adjustments to the recruitment process, for assessing eligibility for positions and fitness to work and to consider workplace facilities for accommodation.

### **5 Where Personal Data comes from**

Personal Data typically comes from the Applicant concerned. Methanex Europe may also require references and information to carry out background checks and/or conduct its own searches from publicly accessible sources. Personal Data requested and provided by Applicants is required to fulfil legal requirements and/or is required by Methanex Europe to determine whether to enter into an employment relationship with the Applicant. If an Applicant fails to provide information requested for these purposes, it will negatively affect the Applicant's chance of being selected for any potential employment.

### **6 Who has access to the Personal Data**

For the abovementioned purposes, Personal Data covered by this privacy notice will only be shared on a strict need to know basis with:

- the Applicant themselves;
- personnel of Methanex Europe or other companies within the Methanex Group;
- authorized third party agents, service providers, professional advisors and/or subcontractors of Methanex Europe (such as authorised third parties who carry out reference and background checks); and
- government, regulatory bodies and/or public authorities where it is necessary to comply with legal or regulatory obligations which Methanex Europe is subject to.

## **7 Personal Data transferred Internationally**

Methanex Europe may transfer information about Applicants to the Methanex Group for purposes connected with recruitment or the management of the company's business. It may also be necessary in limited circumstances to transfer Personal Data abroad or to an international organisation to process and/or store this information to comply with our legal or contractual requirements. For transfers of Personal Data internationally, Methanex Europe has implemented appropriate safeguards in line with GDPR requirements. To ensure an appropriate level of protection for Personal Data, the Methanex Group will either use a data transfer agreement with the third-party recipient based on standard contractual clauses approved by the European Commission, ensure that the transfer is to a jurisdiction that is the subject of an adequacy decision by the European Commission or to the United States under the EU-US Privacy Shield framework.

## **8 Retention of Personal Data**

Personal Data of an Applicant will be retained no longer than necessary for the purposes described above. An unsuccessful Applicant's information will be retained for a maximum period of 2 years after the end of the employment application process.

Information may be held for a longer period of time where there is a legal or regulatory reason to do so (in which case it will be deleted once no longer required for the legal or regulatory purpose) or a shorter period where the Applicant objects to the processing of their Personal Data and there is no longer a legitimate purpose to retain it. If an Applicant is successful in their application, the Personal Data gathered through the recruitment process will be retained in line with the "Privacy Notice - Employees and Contractors" which the Applicant will be provided access to upon commencement of their employment.

## **9 How Personal Data is Protected**

Methanex Europe has implemented adequate technical and organisational measures to protect Personal Data and keep it as safe and secure as reasonably possible, protecting it against unauthorised, accidental or unlawful destruction, loss, alteration, misuse, disclosure or access and against other unlawful forms of processing. These security measures have been implemented taking into account the state of the art of the technology, their cost of

implementation, the risks presented by the processing and the nature of the Personal Data in question.

## **10 What are the Applicant's rights and who can they contact?**

Applicants have the right at any time to contact Methanex Europe to access their Personal Data and request a correction of any incorrect or incomplete information.

Subject to and in accordance with applicable law, Applicants may also have the right to:

- request the deletion of their Personal Data;
- request restrictions or object to the processing of their Personal Data;
- data portability, allowing the individual to copy or transfer their Personal Data;
- withdraw their consent at any time where consent was provided to process their Personal Data, provided this will not affect the validity of the processing prior to such withdrawal of consent; and
- receive more information about the safeguards in case of international data transfers.

Applicants also have a right to lodge a complaint with the Belgian Data Protection Authority or another EU supervisory authority if they think Methanex Europe has not acted in line with any applicable data protection laws in respect of dealing with their Personal Data.

For any further information about these rights or to make a request please contact the Privacy Officer at Methanex Europe at:

Drève Richelle, 161, bte 31, building P,  
Waterloo Office Park, 1410  
Waterloo, Belgium  
Phone Number: **+32 2 352 06 90**  
Email: [privacyeurope@methanex.com](mailto:privacyeurope@methanex.com)

## **11 Cookies and similar technology**

The Methanex.com website may use cookies or similar technology to collect and store information when individuals, including Applicants, visit the website. For more information, please refer to our [Website Privacy Policy](#) and [Cookie Policy](#) available on the website

## **12 Changes to Privacy Notice**

This privacy notice may be updated from time to time as needed, notably to comply with changes in any applicable laws, regulations or requirements introduced by data protection authorities. This privacy notice was last updated on 23 May 2018.