

Privacy policy for online applications

General information on the protection of personal data

Thank you for your interest in our online job posting. The protection of your personal data is a priority for Symrise. We would therefore like to provide you with information on the collection, processing, storage and use of your personal data in connection with the online application in accordance with the relevant legal data protection regulations.

The following statement regarding the protection of your personal data shall apply in addition to our [general privacy policy](#).

Data collection

By using our online application tool, you submit personal data to us. Personal data refers to all individual data on personal and factual circumstances of an identified or identifiable person. This includes but is not limited to: name, address, e-mail address, telephone number and additional data and information, if applicable, e.g. regarding your CV or your qualifications, as well as application documents such as school certificates and reference letters.

Purpose of the data collection / disclosure

We collect and process your personal application data exclusively for the specific purpose of filling positions within our company. As a rule, your data is only disclosed to the specialist departments of our company responsible for the specific application procedure or other relevant internal parties (e.g. employee representatives). This includes the affiliated companies of the respective national Symrise subsidiary, provided the position to be filled is with one of these companies.

Personal data will only be disclosed in accordance with legal regulations. This is also applicable in case Symrise has the obligation to disclose data to courts or authorities in Germany and/or within a legal jurisdiction or in case this becomes necessary to process the contract. In all other cases, your personal data will not be disclosed to external third parties without your express prior consent.

In case of submitting an **unsolicited application**, you agree that your data will be stored and internally disclosed to eligible specialist departments within the relevant national Symrise subsidiary and its affiliated companies.

Retention period

The retention period of your personal data is **6 months** upon completion of the application procedure in order to meet legal retention requirements (e.g. in case of an

infringement). In case of a legal dispute, the retention period shall be extended until such dispute is settled.

The data set is then archived in an anonymized form - i.e. without stating your name - for statistical analyses. Any and all answers, information and application documents submitted will be deleted at this time. The statistical data set will not allow any conclusions to be drawn as to your identity anymore.

In case you are awarded the position you applied for, your submitted personal data will be saved and processed for purposes of the employment in accordance with legal regulations.

Storage for future job opportunities

Should we be unable to offer you a position at this time, but believe that your profile may be of interest for future opportunities, we will offer to include your personal application data in our talent pool and store them there for 2 years, provided you expressly agree to such storage and use.

Based on your above-stated prior consent, we may compare your application documents with the job opportunities within the Symrise Group and contact you should we find a match. We will not disclose your data to third parties unless Symrise has a legal obligation to do so (see "Purpose of data collection / disclosure").

Data security

Symrise uses generally recognized security standards (including SSL encryption, firewalls, virus scanners) to secure stored data in order to protect them from misuse, loss and corruption. Furthermore, only certain Symrise employees have access to data identifiable as personal data. These employees ensure that personal data is treated confidentially when processed.

We selected a reliable external service provider for the technical operation of the online application tool. We concluded a detailed data protection / commissioned data processing agreement with the service provider. The service provider cannot access your data except for technical maintenance or administration of the system. Such access shall be restricted to the scope that is absolutely necessary in order to guarantee smooth and secure data processing.

Right to demand information and revocation

In case you have any questions regarding the collection, processing or use of your personal data or you require information about, correction or deletion of the data or would like to revoke any prior consents given, feel free to contact us at any time via email at Data.protection@symrise.com and assert your rights.

In case you revoke a prior consent given, you will receive a written confirmation of the deletion of your data, unless legal obligations of retention conflict with your request.

General privacy policy

Please also read our [general privacy policy](#) for more information regarding the use of our website.

Modifications to this privacy policy

We reserve the right to modify this privacy policy at any time, taking into account applicable data protection regulations.

www.symrise.com

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Should you have any doubts or questions relating to data protection, please contact one of our data protection officers directly.

Data protection officer

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