I. INTRODUCTION AND SCOPE

This Privacy Notice provides information on the processing of personal data by Particle Measuring Systems ('PMS'). This Privacy Notice was last reviewed in May 2018 and may be changed over time. You are advised to check regularly for any changes.

PMS based at 5475 Airport Blvd, Boulder, CO 80301 is the controller for the processing of all personal data of job candidates and future employees or temporary workers working under its supervision (such as trainees).

II. FOR WHICH PURPOSE ARE WE PROCESSING YOUR PERSONAL DATA?

We will process your personal data for the purpose of (i) managing and administering recruitment processes and thereto related policies and practices within PMS and (ii) to communicate with you with regard to your application. Please note that pre-employment screening may be part of the recruitment process.

III. ON WHAT LAWFUL BASIS DO WE PROCESS PERSONAL DATA FOR THIS PURPOSE?

We will process your personal data on the basis of our legitimate interest in ensuring that PMS can efficiently and effectively assess and select candidates. Pre-employment screening of potential recruits will be executed for security reasons or in relation to export controls, anti-bribery & corruption, ethics & compliance and any other legal or regulatory obligations to which we may be subject.

IV. WHICH PERSONAL DATA DO WE PROCESS FOR THIS PURPOSE?

For this purpose, we process your contact details (name, title, telephone, email and home addresses), all information contained in your cover letter or CV/resume (such as your professional memberships, employment and education history), information you have shared on social media (such as LinkedIn), your correspondence with PMS with regard to your application (including references). We may also process personal data necessary for assessing your credit standing, proof of work eligibility and any past unspent criminal convictions.

V. HOW LONG DO WE RETAIN YOUR PERSONAL DATA?

We will retain your personal data for the duration of the recruitment period for the relevant vacancy unless you request us to retain your personal data for a longer period (for instance, to allow us to consider you for future vacancies). Where we hold your personal data for this longer period, we will only do so on the basis of your consent, which you may withdraw at any time and free of charge.

VI. WHO HAS ACCESS TO YOUR PERSONAL DATA?

Your personal data will be available within PMS to only those who need access to the data and only to the extent necessary to meet the purpose specified in section II (above). We will take appropriate measures to ensure that your personal data is adequately protected. Your personal data may also be available to ADP in order to conduct verification and background checks on potential recruits, after a job offer has been made. In other cases, your personal data will not be supplied to third parties, except as required by law.

Where ADP processes your personal data on our instructions, it acts as a data processor and we enter into an agreement with ADP to ensure, at a minimum, that your personal data is appropriately safeguarded. These include ensuring that any processing is conducted only to our instructions as well as conducting audits on ADP's security processes, with the right to terminate the agreement where we find the security to be inadequate.

VII. HOW IS YOUR PERSONAL DATA SECURED?

PMS] has taken adequate safeguards to ensure the confidentiality and security of your personal data. We have implemented appropriate technical, physical and organisational measures to protect your personal data against accidental or unlawful destruction or accidental loss, damage, alteration, unauthorised disclosure or access, and against all other forms of unlawful processing (including, but not limited to unnecessary collection) or further processing.

VIII. YOUR RIGHTS

You have a number of rights under applicable data protection law in respect of our processing of your personal data. These include:

- the right to request access to your personal data;
- the right to request rectification of any personal data that we hold;
- subject to certain conditions:
    - the right to request erasure of your personal data;
    - the right to request restriction of processing of your personal data;
    - the right to have your personal data transferred to another controller;
- where we rely on your consent for processing, the right to withdraw such consent; and
- the right to lodge a complaint with a data protection authority (in the US). A list of other authorities can be found here.

Further details on the scope of these rights can be found in the Spectris Data Subject Request Form. Should you wish to exercise your rights, please complete the Request Form and send (including any supporting documents) to the Data Protection Manager, Kyle Nealy, at dataprotection@pmeasuring.com.

When in doubt, or if you have any questions relating to data protection, you can contact us via dataprotection@pmeasuring.com.