



## REG JOB APPLICANT PRIVACY NOTICE

Renewable Energy Group, Inc. and its affiliates (collectively "REG", including references to "we", "us" and "our") highly appreciate your interest in working for REG.

REG takes your privacy very seriously. This notice describes how we, as a data controller, collect, process and protect your personal data during and after job application process. Personal data is information about you through which you can be identified (including where you can be identified by combining the information with other information). This notice aims to give you a clear view on how we use your personal data, our dedication to protecting such data, your rights and the options you have to control your personal data and protect your privacy. This notice includes the following topics:

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### Collecting Your Personal Data

Our main aim is to process your personal data to facilitate our recruitment process, which is our legitimate interest. We use the information you voluntarily and directly provide and the information we collect during our recruitment process via interviews or other interactions for the following purposes:

- to facilitate the recruitment process, by matching job applicants to job opportunities;
- to allow details of job applicants' skills and experience to be viewed by such personnel that is necessary for properly assessing whether you are eligible for the envisaged position, for instance the manager of the department to which a vacancy relates, which could also be an affiliate of REG;
- to compare your personal data with personal data of other job applicants;
- to keep you informed of the recruitment process and possible contract assignments;
- to keep you informed of new job opportunities which we think will be of interest to you;
- to keep a record of and preserve our business relationship with you;
- to analyse how our recruitment process works in practice and to update our recruitment process if needed;
- to perform background checks if needed for the function (in which event you will be separately informed of this before the background check is conducted);
- to protect our interests and legal rights.

We do not use your personal data to make solely automated decisions which affect you legally or similarly.

We process the following information during our recruitment process:

- information you have included in the online job application form, such as your name, email address and phone number;
- information you have included in your resume, such as your name, contact details, date of birth, place of birth,

educational background, skills and other information which you have included in your resume;

- information you have provided about yourself when submitting additional documents to us during the recruitment process, for instance references, annual reviews and certificates;
- information you have included in your cover letter, for instance about your current position;
- information we have collected about you during job interviews or other interactions, for instance during a workshop, when we speak on the phone or when we communicate via email.

Unless otherwise indicated, all of the types of personal data that REG directly asks you for are required in order that REG can carry out its day to day business and manage the recruitment process. Therefore, where we ask you for information and you refuse to or cannot provide it, REG may be unable to employ or to continue the recruitment process with you.

It is not our intention to process sensitive data about you, such as personal data relating to race, religious belief or ethnic origin, criminal records, and health information. We encourage you not to include any such information into the documents you provide to us.

We furthermore process personal data if you visit our website, even if you do not enter into the recruitment process. This information concerns information we collect by means of cookies, such as your browser type, IP address, language settings and search terms used. More information on how we use cookies can be found [here](#).

As explained, it is our legitimate interest to process personal data about you for the purposes set out above. However, we sometimes also have other legal grounds to use your personal data, such as:

- when you have given your prior consent to the processing (for example, if we want to keep your personal data in our talent pool for a period of 6-12 months after the termination of the recruitment process); or
- when it is necessary in order to comply with our legal obligations (for example, if we receive a court order to disclose your personal data).

### With Whom We Share personal data

We treat your personal data with care and confidentiality and do not share it with third parties other than as set out below:

- (a) Competent legal or regulatory authorities or other recipients when required or permitted by law;
- (b) Service providers acting on our behalf (e.g. recruitment firms such as Career Builder LLC, auditors or service providers that offer IT tools such as ADP);
- (c) Successors in title of REG (if any).

Your personal data will only be disclosed on a business need-to-know basis and only to the extent reasonably necessary to perform certain tasks. When we disclose your personal data to third parties, we make sure that these third parties are under an obligation to maintain the security and confidentiality of the personal data, and to process the personal data only in accordance with our instructions and not for their own purposes. Where we refer to specific third parties in this privacy notice and/or on our website and we indicate that we share your personal data with these parties or you decide to provide personal data related to you to these third parties (such as Career Builder LLC and ADP), we encourage you to also



consult the websites and privacy policies for which these third parties are responsible.

### **How We Protect Personal Data**

We place great importance on the security of all information associated with you and are committed to protecting the security of your personal data. We deploy appropriate administrative, technical, and physical safeguards designed to safeguard the information that we collect taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for your rights and freedoms.

However, no information system can be 100% secure and therefore we cannot guarantee the absolute security of your personal data. Moreover, we are not responsible for the security of information you transmit to us over networks that we do not control, including the Internet and wireless networks.

### **Transferring Your Personal Data**

We place great importance on the security of all information associated with you and are committed to protecting the security of your personal data. We deploy appropriate administrative, technical, and physical safeguards designed to safeguard the information that we collect taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for your rights and freedoms.

However, please note in general that no information system can be 100% secure and therefore we cannot guarantee the absolute security of your personal data. Moreover, we are not responsible for the security of information you transmit to us over networks that we do not control, including the Internet and wireless networks.

We transfer your data outside of the country in which you are located for application- or business-related administrative purposes. Some recipients of your data are located in a country located outside the European Economic Area ("EEA") for which the European Commission has not issued a decision that this country ensures an adequate level of data protection, e.g. in certain locations of the REG group outside the EEA (such as in the U.S.) and certain third-party recipients outside the EEA.

Some recipients located outside the EEA are certified under the EU-U.S. Privacy Shield and others may be located in countries for which the European Commission has issued adequacy decisions. In each case, the transfer is thereby recognized as providing an adequate level of data protection from a European data protection law perspective.

Where necessary we establish (e.g. by implementing Standard Contractual Clauses) that recipients of Employee Data located outside the EEA provide an adequate level of data protection for the Employee Data and that appropriate technical and organizational security measures are in place to protect your data. For more information, please contact us at [dataprivacy@regi.com](mailto:dataprivacy@regi.com).

### **Hyperlinks**

Where our web site contains links to other web sites, which are outside our control and are not covered by this notice, the following applies: If you access other sites using the links provided, the operators of these sites may collect information from you, which will be used by them in accordance with their privacy notice, which may differ from ours.

### **Data Retention**

We are committed to ensuring that your personal data are only retained for the length of time necessary to fulfil the purpose(s) for which they were collected or for the minimum retention requirement as prescribed by law.

If we employ you, your personal data collected during your pre-employment period will be part of your personnel file and will be processed and retained in compliance with the Employee Privacy Notice which will be provided to you prior to entering into the employment agreement.

If we do not employ you, we retain your personal data for a period of 6-12 months following the termination of the recruitment process unless you give your prior consent to keeping your data longer or unless otherwise required by applicable law.

### **Your Choices and Rights**

We want you to be in control of how your personal data is used by us. You can do this in the following ways:

- you can ask us for a copy of the personal data we hold about you;
- you can inform us of any changes to your personal data, or if you want us to correct any of the personal data we hold about you;
- in certain situations, you can ask us to erase, block or restrict the personal data we hold about you, or object to particular ways in which we are using your personal data;
- in certain situations, you can also ask us to receive the personal data we hold about you in a structured, commonly used and machine-readable format and you have the right to transmit this personal data to another entity without hindrance from us; and
- you may lodge a complaint with REG or the supervisory data protection authority in your country.

Where we are using your personal data on the basis of your consent, you are entitled to withdraw that consent at any time.

We rely on you to ensure that your personal data is complete, accurate and current. Please do inform us promptly of any changes to or inaccuracies of to your personal data by sending an email to the contact details below.

### **How to Contact Us**

If you have questions or concerns about our processing of your personal data, or if you wish to exercise any of the rights you have under this notice, you are welcome to contact us at [dataprivacy@regi.com](mailto:dataprivacy@regi.com).

Our US address:

Renewable Energy Group, Inc.  
416 S. Bell Ave.  
PO Box 888  
Ames IA 50010, US

In the alternative, please contact the address of your local REG employing entity.

### **Changes to Notice**

If we update this notice, we will place relevant information in this respect on our website. The effective date of the current notice is noted at the top of this page. We encourage you to regularly check this notice to stay informed in how we process your personal data. If we make material changes or changes that will have an impact on you (e.g. when we start processing your personal data for other purposes than set out above), we will contact you prior to commencing that processing.