

## **Recruitment Privacy Notice**

Honeywell International Inc. and, its affiliates (together, “we/us”) commit to process your personal data for recruiting-related activities in compliance with all applicable data protection legislation. We are the controllers of your personal data for the purposes of applicable data protection laws.

### ***Personal data we collect about you***

We collect personal data from you or from third parties involved in your recruitment (e.g., recruitment agencies). These categories of data include information relating to your identity (e.g., name, address, e-mail), your education (e.g., diplomas and certifications) and your work history (e.g., professional experience), notably as provided on your resume. We may also from time to time and when warranted by specific circumstances, collect publicly available information about you or where allowed by local law, information relating to your criminal record for pre-employment screening purposes (where allowed). Certain positions and certain locations may require us to process information about your country of citizenship or national identification if required for a particular position. We do not require you to provide us with sensitive personal data unless it is necessary for the purposes of carrying out our obligations or exercise specific rights according to legal and regulatory requirements, or unless you have provided your explicit consent in accordance with local legislation. For example, we may collect certain sensitive data to accommodate any disability you may have. If you choose not to provide the information necessary in order to process your application, we may be unable to process your application.

### ***Cookies***

For information about the cookies we use on the website through which you submit your application, please see our website privacy statement available at the bottom of our web page.

### ***Why we process your personal data***

The processing of your personal data is necessary in order to assess your recruitment, in order to comply with applicable legal and regulatory requirements and in order to establish, exercise or defend a legal claim. Where the recruitment process results in an employment, a new notice will be provided to you.

### ***Who we share your data with***

Access to your personal data is restricted to the personnel who may legitimately process your personal data for recruiting-related purposes. This includes personnel of Honeywell, and third parties involved in the recruitment process (e.g., recruitment agencies and entities involved in your drug screening and background check if applicable and where permitted by law, and entities involved in sourcing and screening of applicants).

### ***Your rights and obligations***

We rely on you to provide accurate information about you. Depending on the jurisdiction in which you reside, you may have certain rights in respect of your personal data, including the right to access and be given copies of your personal data. If required by law, we will comply with any request by you to exercise your rights in the time and manner required by law.

**Supplementary information for applicants resident in the European Economic Area**

If you are resident in the European Economic Area (“EEA”), we would like to make you aware that the persons with whom we may share your personal data (as described in the section above titled “**Who we share your data with**”) may be located outside the EEA and Switzerland. We take steps to ensure that all transfers of personal data outside the EEA and Switzerland are lawful. Such data transfers are normally subject to prior execution of EU Standard Contractual Clauses, although we may rely on other legal mechanisms for the transfer of personal data outside the EEA or Switzerland from time to time. Further information on, and where applicable copies of, these legal mechanisms are available upon request to the address set out below. We will retain your personal data for up to three years or a shorter period if required by applicable law.

If you are resident in the EEA, you may contact us to request more information about how your data is processed or to exercise any of the rights set out below. We usually act on requests and provide your personal data at no cost to you. We may charge a reasonable fee to cover the administrative costs of providing your personal data if your request is baseless, excessive or repeated. Alternatively, we may refuse to act in those cases. Please bear in mind that your rights in respect of your personal data are not absolute and that, whilst we will always strive to cooperate with you, there may be circumstances in which we are not legally required to comply with your request.

- **Requesting access to your personal data**  
You can request copies of paper and electric records that we hold about you. We may request further information to help us locate your data if your request is unclear.
- **Correcting and erasing your personal data**  
You have the right to obtain the rectification of inaccurate personal data concerning you. You also have a right to have your personal data erased in certain circumstances.
- **Restricting processing of your personal data**  
You have the right to restrict the processing of your personal data in certain circumstances. We will notify you if we decide to lift any restriction on processing.
- **Objecting to the processing of your personal data**  
You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on our legitimate interest. Unless we show compelling legitimate grounds for processing your personal data, or we need your information to establish, exercise or defend legal claims, we will stop using the data.
- **Withdrawing your consent for the processing of your personal data**  
You have the right to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.
- **Taking your personal data with you**  
From May 25, 2018, you may have the right to data portability in certain limited circumstances, where a) you provided the information to us, b) the processing is necessary for the performance of your contract, and c) the processing is automated.

- **Data supervisory authorities**

If you have any complaint with how we process your personal data, you are entitled to complaint to the data protection supervisory authority in your jurisdiction.

- **Notifying third parties**

From May 25, 2018 we will take reasonable steps to notify any third parties with whom it has shared your information that you have made a rectification, restriction or erasure request.

**Contact Us**

If you have any question or complaints about how your personal data is processed or wish to exercise your rights, please contact: [HRhelp@honeywell.com](mailto:HRhelp@honeywell.com).