Applicant Information Notice (V. 9/10/2019)

Introduction

This notice (hereafter named “Notice”) is issued in accordance with the Canadian Federal Law Personal Information Protection and Electronic Documents Act (the “PIPEDA”) and similar data protection laws of British Columbia (“PIPA BC”), Alberta (“PIPA Alberta”), Québec (Québec Privacy Act) (together “Canadian Privacy Statutes”) and describes how your personal data is used during the recruitment process, including if this occurs through the career websites of FLIR (hereafter named “Career Website”) by FLIR Systems, Inc., 27700 SW Parkway Ave, Wilsonville, Oregon 97070, and the hiring FLIR affiliate you are applying to, who are the data controllers. References in this Notice to “FLIR”, “we” or “us” or “our” shall mean the FLIR affiliate to which you are applying and FLIR Systems, Inc., which are the joint controllers of your personal data. This Notice does not apply to the practices of companies that FLIR does not own or control, or to the people that FLIR does not employ or manage.

1. Personal Data we Process

1.1 When you surf on our Career Website we collect through your browser or device information related to the browser or device you use to access our Career Website;

1.2 If you create an account with us, we further collect and process the following personal data you provide to us:
   • your name, username and password;
   • your age/date of birth;
   • your home address, email address and phone number;
   • your location; and

1.3 During the recruitment process we then collect and process the following personal data you provide to us:
   • your name, home address, private email address, private telephone number including mobile phone number;
   • your education and competence information, C.V., qualifications, professional experience and employment history outside FLIR, details of professional registrations;
   • other information provided by you when FLIR during the recruitment process, such as references, cover letter, job preferences, personal context in case of relocation, and related uploaded documents, and
   • any other information you voluntarily submit to FLIR (including during the course of any correspondence or interaction you may have with FLIR) such as: signatures, and photographs.

1.4 If you are shortlisted, selected or have been invited to a FLIR facility for an interview during the selection process, we will need to collect the following personal information, prior to hire:
   • birth city, work permission, immigration status and copies of identity documentation, as permitted and required in order to check your right to work;
   • we also verify and process your current and past country of citizenship, and current country of permanent residence, certified by you via the Verification of Citizenship Form, as required in order to allow access to the hiring FLIR facility and FLIR IT systems and if the job you applied for requires access to export-controlled technology or technical data (which will be indicated in the job posting) to check your eligibility for an export license
   • based on a search of your full name (date of birth, nationality, and/or address in order to reduce, eliminate or resolve potential mismatches) we will need to complete a screening to ensure your name is not appearing on a list of prohibited persons issued pursuant to US Sanctions Laws, and similar lists pursuant to Sanctions Laws of the Union or of Member States, or of the UN (collectively “Lists” and “Sanctions Screening”) to which FLIR (either FLIR Systems Inc, or the FLIR affiliate to which you are applying, or both) is subject; such Sanctions Screening will only occur once we have taken the decision to hire you and/or if you visit one of FLIR’s sites before then. FLIR Systems Inc, and the FLIR affiliate to which you are applying, being joint controllers, this means they jointly determine the purposes for the screening-related processing of the personal data (including the confirmation of whether you appear on a List or not which is also your personal data). We do not collect these screening results directly from you, instead we obtain them from third party sources. This is because the relevant published sanctions lists are operated by those third parties. FLIR being prohibited to engage in any activity with entities or persons appearing on such Lists under applicable law, if your name appears on any List, FLIR will not be able to offer you the position you applied for. Negative results of the screening will only be shared with dedicated Trade Compliance staff within FLIR who carry out the Sanctions Screening or who otherwise strictly need to know it to perform their role (e.g. the HR staff member who is dealing with your recruitment application) and will not be shared with any other FLIR hiring affiliates.
   • Date and timing of checking in and checking out of a FLIR facility.
   • Your visit of any FLIR facility as a shortlisted applicant will require issuance of a badge with your photograph.
1.5 If you apply internally for another job, we additionally process the personal data that includes assessment results, evaluations and development, career plans.

2. Applications via LinkedIn

2.1 On our Career Website we give you the option to apply using your LinkedIn account (“Apply with LinkedIn”). It can be identified by the buttons marked with “Apply with LinkedIn”.

2.2 If you click on the “Apply with LinkedIn” button on our Career Website, you will be referred to the login page for your LinkedIn account on the social media site of LinkedIn Corporation, 2029 Stierlin Court, Mountain View, California 94043, USA (“LinkedIn”). Personal data will be transmitted to LinkedIn and stored by them (in the case of US providers your personal data will be stored in the USA). We neither have influence on the collected data and data processing operations conducted by LinkedIn, nor are we aware of the full extent of data collection, the purposes or the retention periods. Information on the purpose and scope of data collection and its processing by LinkedIn can be found in their data protection policy, where you will also find further information on your rights and options for privacy protection. The privacy policy is available at http://www.linkedin.com/legal/privacy-policy.

2.3 If you apply to us using your LinkedIn account, you give us access to the data on your LinkedIn profile and we will receive the following personal information:

- information you make available in your LinkedIn profile, including your experience, education, skills, and recommendations;
- the email address primarily associated with your LinkedIn account;
- your phone number, and other contact information associated with your LinkedIn account;

2.4 Before submitting your data, you can edit your LinkedIn profile and select which data you would like to make available to us. We will not receive information about your LinkedIn access data at any time. You may freely opt to use the “Apply with LinkedIn” option. If you do not want to allow us access to the data on your LinkedIn profile, you may send us your application using an account on our Career Website. This has no disadvantages for you.

3. Use of Personal Data

3.1 Personal data is processed solely for legitimate recruitment purposes and compliance with applicable laws (including compliance with US and Canadian State Export and Sanctions laws), and it is only disclosed on a need-to-know basis to those who are authorized to use it for these purposes.

3.2 We process the personal data for the following purposes of recruitment (as already described above):

- to administer, process and evaluate your application;
- to assess your suitability for available roles;
- where applicable, to check your right to work;
- to update you on the progress of the application;
- to notify you of relevant employment opportunities;
- to interact with you upon your request;
- To ensure your safety when visiting FLIR facilities for interviews (including to locate you in case of incidents),
- to verify whether you are eligible to obtain an export license (under US ITAR/EAR regulations) if you are a non-US person and the position you applied for (of which you will be informed via a mention on the relevant job posting) requires access to export-controlled technology or technical data (per US ITAR/EAR regulations).
- To conduct Sanctions Screening to ensure you are not listed as a denied or restricted party on any List – in which case FLIR will not be able to offer you the position you applied for or consider you for any other position.

4. What is the Legal Basis for our Processing of your Personal Data?

4.1 We process your personal data for the purposes of the recruitment upon your application and thus at your request prior to entering into a potential employment contract based on your consent.

4.2 We further process personal data to comply with applicable laws, based on your consent, when we screen you against any Lists under US and Canadian Sanctions Law, and when we verify your citizenship when you apply for a job requiring access to US export-controlled technology or technical data to meet our legal obligations under US Export Laws, and when ask you to log and log out at FLIR facility for safety purposes.

4.3 In relation to Sanctions Screening, when our processing of your personal data is for compliance with a law which directly applies to the FLIR affiliate to which you are applying, we will process your personal data to comply with that law, meaning this processing is justified by our legal obligations. Whereas, when such processing relates to a law which directly applies to FLIR Systems, Inc, not to the relevant FLIR affiliate to which you are applying, we will process your personal data for the legitimate interests of FLIR Systems, Inc (and the FLIR affiliate to which you are
applying): more specifically they both have legitimate interests in ensuring that no member of the FLIR group of companies breaches applicable laws, suffers reputation damage and/or has sanctions taken against them. It will also be a legitimate interest of the FLIR affiliate to assist FLIR Systems Inc. to comply with its own applicable laws. We have carefully balanced all these legitimate interests against your rights and freedoms under data protection laws. Those rights and freedoms do not outweigh these legitimate interests. The Sanctions Screening has positive consequences for you if you are not on a List (i.e. we can continue to proceed with your job application) and, to the extent that you are on a List, the consequences to you in not succeeding in your job application with us are outweighed by what the consequences would be for FLIR if it was to recruit an individual on a List.

4.4 We may also ask you for your consent allowing us to conduct pre-employment reference checks to further assess your qualifications and suitability for the role you applied for or potentially for other roles.

5. Who will we Share this Data with?

FLIR may share your personal data for the abovementioned purposes with the following third parties:

- **Affiliates**: FLIR is a global enterprise comprised of a group of companies operating internationally. Your personal data will be globally available to FLIR’s human resources talent and recruitment managers, as well as hiring managers, who will be able to access and process your personal data and may download parts of it, e.g. the CV, onto their work stations as part of their recruitment duties. The hiring, talent and recruitment managers may be located at the FLIR affiliate you applied to, or at any other FLIR affiliate in Canada and outside Canada. The FLIR affiliates are bound, as required by law, to ensure that personal data is protected consistent with Canadian privacy standards. In relation to Sanctions Screening (as detailed in paragraph 1.4), negative results of screening of your name against any Lists will not be shared with any other FLIR hiring affiliates.

- **Service Providers**: Personal data may also be shared with third party service providers, who will process it for the purposes above. Such third parties include, but are not limited to, recruitment agencies, screening service providers (including [DETAILS], whose database FLIR uses to conduct the Sanctions Screening detailed at paragraph 1.4 above), external assessment centers, IT service providers, and data hosting providers.

6. Where will we Send your Data?

6.1 Where information is transferred to a FLIR affiliate or other processor outside Canada data is adequately protected in accordance with the accountability principle and for such transfers FLIR will ensure a comparable level of protection through contractual or other means.

6.2 For our service provider who is based in the US, the adequate level of data protection is ensured by relying on the providers Privacy Shield certification which is accessible via [www.privacyshield.gov/partici-pant?id=a2zt0000000KsM3A9K&status=Active](https://www.privacyshield.gov/participant?id=a2zt0000000KsM3A9K&status=Active). The Privacy Shield Notice is available under [https://www.workday.com/content/dam/web/en-us/documents/privacy-shield-notice-us.pdf](https://www.workday.com/content/dam/web/en-us/documents/privacy-shield-notice-us.pdf).

7. Protection of Personal Data

FLIR is committed to maintaining the security of your personal data, and has comprehensive corporate policies regarding information security. FLIR will protect your personal data, regardless of whether it is inside or outside Canada and regardless of whether it is processed by FLIR or by a third party service provider on our behalf. In respect of personal data processed for the purpose of Sanctions Screening, in relation to which FLIR Systems Inc, and the FLIR affiliate to which you are applying are joint controllers, FLIR Systems Inc, and the FLIR affiliate to which you are applying, are jointly responsible for the protection of the relevant personal data.

8. What Rights do you have in Relation to your Personal Data?

8.1 According to applicable data protection laws, you are entitled to at any time access your records (until these are deleted in accordance with the retention periods indicated in section 9). You can arrange to do so by a request to FLIR via one of the contact options provided in section 12 of this Notice.

8.2 You have the right to request rectifying, erasing and transferring some of this information to other organizations or restricting its processing. You have the right to withdraw consent at any time subject to applicable legal or contractual restrictions and reasonable notice (in which case FLIR may not be able to offer a position that implies access to Export-controlled items or information and/or to grant access to FLIR facilities during the recruitment process). These rights may be limited in some situations – for example, where fulfilling your request would reveal personal data about another person or where FLIR can demonstrate that they have a legal requirement to process your data. In some instances, this may mean that we are able to retain data even if you withdraw your consent.

8.3 Where FLIR requires personal data to comply with legal or contractual obligations, then provision of such data is mandatory: if such data is not provided, then FLIR will not be able to manage the recruitment process, or to offer a position that implies access to Export-controlled items or information, or to meet obligations placed on us.
8.4 We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your data, please contact us at any time. You’ll find contact options in section 12 of this Notice.

8.5 If you have unresolved concerns, you also have the right to complain to the relevant provincial supervisory authority(ies) (Office of the Information and Privacy Commissioner of Alberta, Office of the Information and Privacy Commissioner of for British Columbia, Commission d’accès à l’information du Québec) or the national supervisory authority (Office of the Privacy Commissioner, 112 Kent Street, Place de Ville, Tower B, 3d floor, Ottawa, Ontario, K1A 1HS).

8.6 If you have queries or wish to exercise your data protection rights in relation to the processing of your personal data. FLIR Systems Inc, and the FLIR affiliate to which you are applying have arranged that the latter will deal with requests which relate to the personal data processing jointly controlled by them.

9. Retention and Deletion of your Personal Data

9.1 If you created an account with us without submitting an application, we will retain the data in your account for maximum 9 months as of the day you created the account, or until you requested erasure of your data. You may also delete your profile at any time before, without, during or after submitting an application to us.

9.2. If you submitted an application for a particular position to us, we will retain your personal data for the duration of the recruitment process.

9.3. If you are recruited we will retain your personal data for the duration defined in our employee information notice and Document Retention Policy, which will be made available to you in due time. Results of screening against any Lists will be kept in accordance with applicable Export and Sanctions Laws (including 5 years for US Export and Sanctions laws, in respect of Sanctions Screening);

9.4. If you are not recruited, we will retain your data for no longer than 9 months after the end of the recruitment process, save for longer periods under applicable export control laws (as stated in section 9.5).

9.5. If you are visiting a FLIR facility for an interview (regardless of whether you will be hired or not), we will retain the data related to your visit which has been collected for safety purposes for a period of 1 month following your visit, and the visitor records to be kept by FLIR pursuant to US Export and Sanctions Laws, for a period of 5 years applicable by virtue of US Export and Sanctions Laws.

10. Social Media Buttons

10.1 On our Career Website we use the following social media plug-ins: Facebook, Twitter, LinkedIn. The plug-ins can be identified by the social media buttons marked with the logo of the provider of the respective social media networks.

10.2 We have implemented these plug-ins using the so-called 2-click solution. This means that when you surf on our Website, personal data will initially not be collected by the providers of these social media plug-ins. Only if you click on one of the plug-ins will your personal data be transmitted: By activating the plug-in, data is automatically transmitted to the respective plug-in provider and stored by them (in the case of US providers your Personal Data will be stored in the USA). We neither have influence on the collected data and data processing operations conducted by the providers, nor are we aware of the full extent of data collection, the purposes or the retention periods.

10.3 Information on the purpose and scope of data collection and its processing by the plug-in provider can be found in the respective data protection policies of these providers, where you will also find further information on your rights and options for privacy protection.

Facebook Inc., 1601 S California Ave, Palo Alto, California 94304, USA: https://www.facebook.com/privacy/explanation

Twitter, Inc., 1355 Market St, Suite 900, San Francisco, California 94103, USA; https://twitter.com/privacy

LinkedIn Corporation, 2029 Stierlin Court, Mountain View, California 94043, USA: http://www.linkedin.com/legal/privacy-policy.

11. Google Analytics

Our Career Website uses Google Analytics, which is a web analytics service provided by the third party provider Google, Inc. (“Google”). Google Analytics is used for the purpose of evaluating your use of our Website, compiling reports on Website activity and other services relating to Website activity and internet usage. The information generated by the cookie about your use of the Website is usually transmitted to and stored by Google on servers in the United States. This transfer is covered by Google’s Privacy Shield certification and a separate data processing agreement that we have concluded with Google. On this Website we have also activated the IP anonymisation tool “_gat._anonymizeIp()”, provided by Google to help protect your privacy. This means that your IP address will automatically be shortened after it is collected so it can no longer be connected to you (see https://support.google.com/analytics/answer/2763052). For more information see https://support.google.com/analytics/answer/6004245?hl=de&ref_topic=2919631 (information on Google Analytics and data privacy).
12. **Questions and Contact**

If you have questions about this Notice or wish to contact us for any reason in relation to our personal data processing, including to exercise your rights under applicable data protection laws, please reach out to:
- Via regular mail, to the attention of the “Office Manager” at the postal address of the FLIR affiliate you are applying to;
- Via email, to: PersonalDataManager@FLIR.com.