

## Data Protection Notice for Job Applicants

**Last Reviewed 2/7/2024**

The protection of your information is very important to Corning. This notice (hereinafter referred to as the “Data Protection Notice”) is intended to inform you of how the information, including your personal data you submit, is collected, processed, and used when applying for a job at Corning. Collectively, this information is hereinafter referred to as “Job Application Data.”

Corning entities will handle Job Application Data in accordance with Corning’s Global Data Protection Policy (hereinafter referred to as the “Policy”), which was drafted in compliance with the General Data Protection Regulation<sup>1</sup> (“GDPR”) rules, and in accordance with all local laws applicable in the place(s) where the Job Application Data is processed. Where local law requires less protection than that established by the Policy, Corning will still handle your Job Application Data as outlined in the Policy, available at [Global Data Protection Policy](#).

If your job application data is processed within China, please refer to the appendix document "China Job Applicant Privacy Policy" of this policy to understand the rules governing the processing of your job application data in accordance with the Personal Information Protection Law of the People's Republic of China.

### Data collection and use

All Job Application Data you submit is ultimately collected by Corning Incorporated, based in Corning, New York, USA. Job Applicant Data is also shared with the relevant local Corning entity of the country in which you are applying for a job. Both Corning Incorporated and the relevant local Corning entity (hereinafter collectively referred to as “Corning”) act as Joint Controllers<sup>2</sup> in respect of your Job Application Data.

Unless otherwise indicated, Corning processes Job Application Data based on its legitimate interest as an organization in recruiting qualified employees suitable for offered job positions.

a. What types of information do we process?

This Data Protection Notice covers all Job Application Data you submit to Corning, such as:

- Name, address, email address, telephone number, or other contact information.

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<sup>1</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.

<sup>2</sup> Two or more controllers who jointly determine the purposes and means of processing.

- Information contained in your resume, CV, or cover letter, such as previous work experience, education, awards and certifications, or other information you provide for our consideration.
- Type of employment sought, desired salary, willingness to relocate, or other job preferences; and
- Names and contact information for referrals, if applicable.

It is your responsibility to inform your references of the potential data processing of their information before providing their personal data to us.

We will also request gender (Globally) and race/ethnicity (US and Brazil only) data on a purely voluntary basis. Gender and race/ethnicity are collected only with your consent which will be indicated on the corresponding form.

Corning also utilizes a text messaging system to communicate with candidates at various points in time throughout the recruiting process. The system is intended to improve communications, including with regard to other open positions you may be interested in, as well as the overall experience. Your participation is voluntary and does not impact any decision regarding your submitted applications.

Corning does not wish to receive, and you should not provide to Corning, confidential, proprietary, or patented information which you may have received from your previous employers.

b. For what purposes will Job Application Data be used?

The Job Application Data you provide will be used to:

- assess your application for employment at Corning,
- verify your information,
- perform compliance reporting, investigation, and program management,
- conduct reference checks, if and to the extent permissible, and
- If opted-in, participate in a voluntary text messaging service, as part of Corning's recruiting program, for keeping you informed on open positions.

If you accept employment with Corning, the information collected will become part of your employment record and will be used for employment purposes.

If you choose to provide gender and/or race/ethnicity data, that information will be used for diversity analysis and reporting purposes.

c. Your Choice

Providing your Job Application Data is voluntary. However, if you do not provide sufficient information, our ability to consider you as a candidate may be limited.

On a strictly voluntary basis, we ask you to provide us with demographic information such as gender identity and, as permitted by applicable laws in some countries, race, ethnicity, disability, and veteran status. This information will only be used to measure the effectiveness of our recruitment efforts and for government reporting purposes and general diversity analyses. This information will be processed separately from your application, and your candidacy will not be impacted in any way by your answers or your decision not to respond.

## **Disclosure**

### a. Who may access your Job Application Data?

Your Job Application Data may be accessed by: (i) select employees of Corning, on a need to know basis, such as your potential future manager(s), employees of the Human Resources Department, and IT (for maintenance purposes only); (ii) select employees of our external service providers who support Corning with the administration of recruitment applications; and (iii) employees of other Corning entities, on a need to know basis, for employment consideration purposes. Gender and race/ethnicity data, if provided, will be used for diversity analysis and reporting purposes but will be anonymized to all users with the exception of the Systems Administrator, DE&I Compliance Manager and select employees of our external reporting providers for administration purposes only.

### b. What happens when your Job Application Data is accessible by a recipient located in another jurisdiction?

Corning is a global organization, with businesses, legal entities, IT systems, management structures and processes that cross borders. Some Corning entities are located outside the European Union. The transfer of your Job Application Data will be carried out in accordance with the Corning Group's Binding Corporate Rules <http://www.corning.com/worldwide/en/privacy-policy/binding-corporate-rules.html>.

Corning's service providers may also be located in jurisdictions that do not provide an adequate level of protection pursuant to EU standards. In such cases, Corning will secure the transfer of your Job Application Data through appropriate contractual safeguards such as the EU Commission's Standard Contractual Clauses or BCRs for Processors. You may request and receive a copy of such documents by contacting the Corning Privacy Office as provided in the "Contact Us" section below.

Finally, Corning will not supply any Job Application Data to any third party other than those discussed above without your prior express authorization.

## **Data Retention**

Job Application Data for applicants seeking employment is kept as long as the applicant is actively seeking employment with Corning. Applicants that have not been selected for open requisitions will be kept on record in accordance with local regulations.

If you choose to utilize the text messaging capability, that history will be retained and then purged (US (3 years) and all other countries (2 years)).

## **Your Rights**

You are allowed to obtain access to your Job Application Data, and can make reasonable requests to correct, amend, or delete information, where it is inaccurate/incomplete. You can also delete your previous applications at any time by logging into the Corning's job application webpage [www.corning.com/careers](http://www.corning.com/careers). You also can exercise your rights to obtain the portability of your personal data or the restriction of the processing of your personal data.

In addition, whenever Corning processes your personal data based on its legitimate interest, you may at any time object to such processing on legitimate grounds relating to your situation.

You may exercise your above-mentioned rights or ask any question regarding the handling of your Job Application Data by sending a request to [privacy@corning.com](mailto:privacy@corning.com).

You also have the right to lodge a complaint with a supervisory authority if you suspect that Corning is not compliant with applicable data protection rules. In addition, you can find in Corning's BCRs <http://www.corning.com/worldwide/en/privacy-policy/binding-corporate-rules.html> (and more specifically in Articles 5.1, 5.4, 6.3, 6.4 and appendix 2) the data protection principles to which Corning is subject and that you have the right to enforce, as a third party beneficiary. If you suffer any damage related to the processing of your personal data, you have the right to obtain redress and, where appropriate, receive compensation as may be ordered by the competent court or Supervisory Authority or as decided according to the internal Corning complaint mechanism, if used.

## **Contact us**

Please find here the list of the Corning entities along with their Contact Details <http://www.corning.com/media/worldwide/global/documents/datacontrollers.pdf>

For any inquiries, complaints, or concerns regarding the protection and privacy of your personal data, please contact the Corning Privacy Office:

One Riverfront Plaza  
MP-HQ-01-E06  
Corning, NY 14831  
(607) 974-9000

[Privacy@corning.com](mailto:Privacy@corning.com)

## Appendix: China Job Applicant Privacy Policy

Corning (Shanghai) Regional Headquarters and all affiliated companies of Corning in China (hereinafter referred to as the “Company” or “we”) are well aware of the importance of personal information protection. We are committed to respecting and protecting your personal information, and regulating the processing activities of your personal information. In accordance with applicable Chinese laws and regulations related to personal information protection, such as the 'Personal Information Protection Law’, “Data Security Law”, ”Cybersecurity Law”, etc. (hereinafter referred to as “Applicable Laws and Regulations”), we act as the processor of your personal information and have formulated the “Job Applicant Privacy Policy” (hereinafter referred to as “this Policy”) in compliance with the requirements of the Applicable Laws and Regulations. This Policy applies to job applicants of the Company, including those from campus recruitment, social recruitment, and internal referral channels.

The purpose of formulating this policy is to help you understand the following:

- How we collect your personal information and the types of information collected
- The purposes for which we collect and use your personal information and the relevant legal basis
- How we handle your sensitive personal information and the purposes for processing
- The entrusted processing, sharing, transfer, and public disclosure of your personal information
- The storage location and cross-border transfer of your personal information
- The retention period of your personal information
- How we ensure the security of your personal information
- Your statutory rights regarding your personal information
- How to contact us
- Revision and updates to this policy

Before you submit your resume and/or job application form to us, please read and understand this policy carefully. At the end of this policy, please check the relevant sections and sign/acknowledge to indicate your agreement that we process your personal information in accordance with this policy. Your consent (including any separate consent applicable) applies to the personal information we have already processed before the date of this policy. If you have any questions about the contents of this policy, please contact us using the methods described in the section 'How to Contact Us' below.

### 1. How We Collect Your Personal Information and Types of Information Collected

- 1.1) "Personal Information" refers to various information recorded in electronic or other forms that is related to identified or identifiable natural persons, excluding information that has undergone anonymization processing.
- 1.2) We will collect and process the following personal information from you:
  - Information provided by you during the application process through our recruitment website or via email, or in the course of face-to-face communication (including on-site job fairs, interviews, etc.), telephone communication, or other forms of communication. This information is primarily the resume information you voluntarily provide to us, which may include basic details such as your name, phone number, email

address, home address, educational background, work experience, and professional skills.

- We may obtain your resume information from third-party recruitment agencies, third-party job recruitment websites (such as Liepin, Zhaopin), or headhunters. This may include basic information such as your name, phone number, email address, home address, educational background, work experience, and professional skills.
- After receiving our job offer and before formal employment, we will collect information about your past colleagues from previous employers, recent salary income, non-compete information and agreed-upon service period information with former employers, and pre-employment medical examination reports.
- We may obtain information related to you from other sources, which may include background investigation records, whether there is a criminal record, civil litigation information, and personal credit information (such as credit information, credit reports), among others.

For third-party organizations that provide us with your resume, we will enter into strict data processing agreements with them. We require these third-party organizations to process your personal information in accordance with our instructions, this policy, and the security measures required by applicable laws and regulations.

## 2. Purposes and Legal Basis for the Collection and Use of Your Personal Information

### 2.1) The Legal Bases for Processing Your Personal Information:

We ensure that the processing of your personal information complies with applicable laws and regulations, and is based on the following legal grounds:

- Based on your consent, and such consent is voluntary, explicit, and made with your full awareness (if any of the other legal bases below apply, we do not need your consent to process your personal information);
- We need to process your personal information to establish and fulfill a contract in which you are a party;
- We need to process your personal information to fulfill legal obligations or statutory duties of the company;
- We may need to use your personal information to respond to public health emergencies or protect your or other individuals' life, health, and property in emergency situations;
- The personal information we process is voluntarily made public by you or lawfully disclosed through other channels; or
- Other legal bases stipulated by laws and regulations for processing personal information.

### 2.2) Your personal information will be used for the following purposes:

- Considering your job application (including evaluating your resume, inviting you for interviews, etc.);
- Conducting background checks and verifying the authenticity of your work experience, educational background, and the information you have submitted;

- Verifying whether you are subject to non-compete agreements and agreed-upon service periods;
  - Verifying whether your health condition meets specific job requirements;
  - Serving as a reference for the calculation of your remuneration upon employment;
  - Displaying and sending you job information and other relevant information related to the company.
- 2.3) Unless permitted by applicable laws and regulations, the company will not use your personal information for any other purposes.

3. How We Handle Your Sensitive Personal Information and the Processing Purposes

- 3.1) "Sensitive Personal Information" refers to personal information that, if leaked or illegally used, may lead to infringement of an individual's personal dignity or pose a risk to personal, property safety, including biometric data, religious beliefs, specific identity, medical health, financial accounts, location tracking, and personal information of individuals under the age of fourteen.
- 3.2) Among the personal information we process, some are categorized as sensitive personal information. The specific purposes for processing your sensitive personal information and the impact on your rights are detailed in the table below. If you refuse the processing of this sensitive personal information, the specific purposes mentioned below may not be achieved, which could affect your rights or the rights of others.

Sensitive Personal Information Types	Processing Purposes	Impact on Individual Rights
Recent Salary Information	Used as a reference for your salary calculation upon employment	Failure to provide this information may affect subsequent salary determination processes.
Entry Medical Examination Report	Used to confirm whether your health condition meets specific job requirements.	If this information is not provided, it may affect your application for specific positions, especially if the position has specific health requirements.

4. Delegated Processing, Sharing, Transfer, and Public Disclosure of Your Personal Information.

- 4.1) For the purposes described in this policy, we may entrust third parties ("trusted parties") to process your personal information on behalf of the company, such as background check agencies. These trusted parties are bound by confidentiality obligations regarding your personal information and may only use it for the purposes stated in this policy. We will require trusted parties to strictly adhere to our measures and requirements for the protection of personal information and privacy, including but not limited to processing personal information based on the relevant service agreements between the trusted parties and us.
- 4.2) We will not further share your personal information with other service providers acting as personal information processors.

- 4.3) In accordance with applicable laws and regulations or mandatory administrative or judicial requests, we may provide your personal information to relevant administrative, judicial departments, or organizations with corresponding authorization.
- 4.4) In the event of corporate mergers, divisions, and similar matters, it may involve the transfer of your personal information to the recipient of rights and obligations. Before transferring your personal information, we will send you appropriate notifications, informing you of the recipient's name or identity and contact information, and ensuring that your personal information will be protected in accordance with this policy.
- 4.5) We will not publicly disclose your personal information. In special circumstances where public disclosure of your personal information is necessary, we will obtain your authorized consent in accordance with applicable laws and regulations.

## 5. Storage Location and Cross-Border Transfer of Your Personal Information

For the purpose of globally unified management of applicants, once you are confirmed to enter the interview stage, your personal information will be transferred to the global human resources management system. Since the servers of this system are located overseas, the uploading of your personal information constitutes a cross-border transfer of personal information. We will ensure that the processing activities of entities overseas receiving your personal information meet the personal information protection standards stipulated by applicable laws and regulations. For the name, contact information, purposes and methods of processing personal information by the overseas recipient, types of personal information we intend to provide to them, and the ways you can exercise your personal information rights with the overseas recipient, please refer to Appendix One.

## 6. Retention Period of Your Personal Information

The retention period of your personal information will depend on specific circumstances. The storage period for different types of personal information may vary, but all will adhere to the following principles:

- 6.1) Retaining your personal information for the shortest time necessary to achieve the purposes stated in this policy.
- 6.2) The shortest period stipulated by applicable laws and regulations.

## 7. How We Ensure the Security of Your Personal Information

To safeguard the security of your personal information, we will, in accordance with the requirements of applicable laws and regulations, take necessary technical and managerial measures (including but not limited to physical, electronic, and managerial security measures) to protect the security of your personal information and prevent unauthorized access, disclosure, alteration, damage, or loss. These measures include but are not limited to:

- 7.1) Adopting various security measures in accordance with industry standards (such as data encryption, data backup) to protect your personal information.
- 7.2) Establishing dedicated management systems and processes to ensure the security of personal information (e.g., access control, security reviews, data classification and labeling, compliance management, employee training, conducting personal information protection impact assessments).
- 7.3) Developing and organizing the implementation of emergency response plans for personal information security incidents to properly handle potential security events in



accordance with the law.

## 8. Your Statutory Rights Regarding Your Personal Information

### 8.1) Rights regarding your Personal Information processed by the Company:

- Right to Access: You have the right to access the personal information we hold about you.
- Right to Copy: Within the applicable legal scope, you have the right to request a copy of your personal information from us.
- Right to Rectification and Supplement: You have the right to request correction or supplementation of your inaccurate or incomplete personal information.
- Right to Deletion: In specific circumstances, you have the right to request the deletion of your personal information. However, please note that even if you request us to delete your personal information, we may still have the right to retain this information until the statutory retention period specified by applicable laws and regulations has expired.
- Right to Withdraw Consent: For personal information collected and processed based on your consent, you have the right to withdraw your consent. If you withdraw your consent, it does not affect the legality of the processing activities carried out based on your consent before withdrawal. Please note that even if you withdraw your consent, we may still have the right to process your personal information based on other legal grounds.
- Right to Object or Restrict Processing (9): In specific situations, you have the right to request us to stop or restrict the processing of your personal information. In some cases, when you request us to restrict the processing of your personal information, we may have the right to refuse the request based on the law.
- Right to Explanation: You have the right to request an explanation of our processing rules for personal information.
- Right to be Informed: When we make decisions that significantly affect your rights through automated decision-making, you have the right to request an explanation and the right to refuse decisions made solely through automated decision-making.
- Right to Complaint and Report: You have the right to complain or report to the competent personal information protection authorities against illegal personal information processing activities.

8.2) If you need to exercise the above rights or have any questions about these rights, please contact the Human Resources Department through the contact information provided in the "How to Contact Us" section below.

## 9. How to Contact Us

If you have any questions about how we handle your personal information or if you are dissatisfied with how we process your personal information, you can contact us through the following channels:

- Phone: +1-(607) 974-9000
- Email: [privacy@corning.com](mailto:privacy@corning.com)

## 10. Revision and Update of this Policy

We reserve the right to update this policy at any time. You can contact us through the means listed in "How to Contact Us" to obtain the latest version. If there are significant

changes to the content of this policy, we will inform you. If, according to applicable laws and regulations, we are required to obtain your consent for relevant changes, we will seek your consent in accordance with those laws and regulations.

**Appendix 1: List of Personal Information Recipients (May Be Updated from Time to Time)**

**(1) We will transmit your personal information to the following overseas recipients:**

<b>Number</b>	<b>Name and Contact Information of Overseas Recipient</b>	<b>Purpose of Transmission</b>	<b>Transmission Method</b>	<b>Types of Personal Information Transferred</b>	<b>Channels to Exercise Data Subject Rights with Overseas Recipient</b>
1.	Corning Incorporated One Riverfront Plaza Corning, NY 14831 USA	Unified management of candidate information through the global human resources management system.	Internet	Name, phone number, email address, educational background, work experience, home address (optional).	privacy@corning.com