

I. INTRODUCTION AND SCOPE

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

Spectris, based at Heritage House, Church Road, Egham, Surrey TW20 9QD, United Kingdom, 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 Spectris and (ii) to communicate with you with regard to your interest in employment at Spectris. Please note that the recruitment process may include:

- Candidate assessment
- Pre-employment screening
- Employment referencing
- Health screening

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 Spectris and/or its operating companies 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 published on professional social networking sites (such as LinkedIn), your correspondence with Spectris and/or any relevant operating companies with regard to job applications (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?

In order to review your candidacy against other opportunities at Spectris or its operating companies during this period, we will retain your personal data for up to one calendar year from the date of your application.

Should you become an employee of Spectris, your personal data will be covered by our Employee Privacy Notice.

VI. WHO HAS ACCESS TO YOUR PERSONAL DATA?

Your personal data will be available within Spectris 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 Verifile Limited ('Verifile') in order to conduct verification and background checks on potential recruits once an offer of employment has been made and you have accepted. In other cases, your personal data will not be supplied to third parties, except as required by law.

Where we share your data with 3rd party assessment providers as part of the selection process, we will notify you of this in advance. This notification will include the reasons for sharing your personal data with this third party, as set forth herein.

VII. HOW IS YOUR PERSONAL DATA SECURED?

Spectris and its operating companies have 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 UK, this is the Information Commissioner's Office (ICO)).

Should you wish to exercise your rights, please complete the Request Form and send (including any supporting documents) to the Spectris Privacy Office: data.protection@spectris.com.

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

Data Subject Rights Request Form

This Data Subject Rights Request Form assists you in the exercise of your individual rights under the General Data Protection Regulation. As part of its Data Protection Compliance Programme, Spectris is working on the implementation of Binding Corporate Rules (the 'Spectris BCR') which will govern the processing of personal data across Spectris, regardless of where your personal data is processed. For more information on the Spectris BCR you can contact us via Data.Protection@spectris.com.

This form can be used to request:

1. access to personal data Spectris processes about you;
2. rectification of inaccurate or completion of incomplete personal data Spectris processes about you;
3. erasure of the personal data Spectris processes about you;
4. restriction of processing of your personal data by Spectris;
5. objection to processing of your personal data by Spectris; and
6. an electronic copy of your personal data or to have Spectris directly transmit such a copy to another company specified by you.

Tick the appropriate boxes below to indicate which right(s) you would like to exercise.

Right of access

You have the right to ask us to confirm whether we process your personal data and, if so, to obtain access to your personal data and the following information:

- the purposes of the processing;
- the categories of personal data concerned;
- the recipients or categories of recipient to whom your personal data have been or will be disclosed;
- the period for which your personal data will be stored or the criteria we used to determine that period;
- the right to lodge a complaint with a supervisory authority;
- if we did not collect the personal data directly from you, the available information on the source where we obtained your personal data;
- whether and how we apply automated decision-making, including profiling; and
- safeguards adopted by us when transferring your data to third countries.

Right to rectification

You have the right to request the rectification of inaccurate personal data concerning you and to have incomplete personal data completed. In order to exercise this right, please use the form below to provide details on your request.

Right to erasure

Under certain circumstances, you have the right to have your personal data erased. Please (i) use the form below to indicate what personal data you would like to have erased and, (ii) indicate why you request to have that personal data deleted. You may request erasure of your personal data where:

- the personal data Spectris processes about you is no longer necessary for the purposes for which Spectris collected them;
- you withdrew your previously given consent for the processing;
- you object to the processing of your personal data by Spectris;
- your personal data has been unlawfully processed by Spectris;
- your personal data has to be erased for compliance with a legal obligation to which Spectris is subject; or
- personal data has been collected in relation to the offer of information society services to children below the age of [16 or threshold pursuant to deviating member state law].

Where the legal criteria for an erasure request are satisfied, Spectris will take reasonable steps to erase your personal data; however, where, for instance, due to technical limitations, Spectris is unable to do so, access to your personal data will be restricted to the greatest extent possible.

Right to object to processing

Under certain circumstances, you may object at any time to processing of your personal data by Spectris where such processing is:

- conducted on the basis of the legitimate interest of Spectris; or
- carried out for the performance of a task in the public interest; or
- for direct marketing purposes.

Where the conditions for objection are satisfied, Spectris will stop processing your personal data.

Right to restriction of processing

Under certain circumstances, you have the right to have processing of your personal data by Spectris restricted. Please indicate which option applies by ticking the box and providing more details below:

- you contest the accuracy of your personal data;
- the processing of your personal data by Spectris is unlawful and you oppose the erasure thereof and prefer to restrict its processing;
- Spectris no longer needs your personal data, but you require them for the establishment, exercise or defence of legal claims;
- you have objected to the processing of your personal data and Spectris is in the process of assessing your request.

Right to data portability

You have the right to receive the personal data that you provided to Spectris, in a structured, commonly used and machine-readable format if:

- the processing is based on your consent or on a contract that you entered into with Spectris; and
- the processing is carried out by automated means.

You also have the right to have the personal data transmitted directly from Spectris to another company, where technically feasible.

We will acknowledge safe receipt and generally respond within one month upon receipt or in accordance with applicable data protection laws. Note that this period may be extended by a further two months where necessary and Spectris will provide you with the reason for the delay.

<p>Part 1: Your contact details</p> <p>Title:</p> <p>First name:.....</p> <p>Surname:</p> <p>Address:</p> <p>Postal code:</p> <p>Country:</p> <p>Telephone:.....</p> <p>Email:.....</p> <p>Date of birth:</p> <p>If you are a (former) employee of Spectris and your request relates to your Human Resources data, please check this box: <input type="checkbox"/></p>
<p>Part 2: Proof of identity</p> <p>To prevent malicious third parties from abusing your data subject rights and in order to protect your personal data, we have to verify your identity before we process your request.</p> <p>We kindly request you to help us verify your identity. You can do so by either including a copy of a valid government-issued identity document (passport, identification card or driving licence) or visit our offices with your identity document. Your identity documents will only be processed in accordance with applicable local data protection laws or requirements.</p>
<p>Part 3: Information requested</p> <p>To enable us to process your request, please provide as much background information as possible for your request. If possible, restrict your request to a particular processing activity, service, department, team, individual or incident. To the extent known, please include timeframes, dates, names or types of documents, any file reference and any other information that may help us to process your request.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Part 4: Confirmation</p> <p>I confirm that the information provided in this form is correct and that I am the Data Subject whose name appears on this form. I understand that Spectris must confirm my identity to prevent abuse of my individual rights and that it may be necessary to contact me for further information. I also understand that my request will not be processed until all of the requested information is received by Spectris.</p>

Date:
Name: (printed)
Signature: