

Employee and Contractor Privacy Notice

This Employee and Contractor Privacy Notice (the “**Notice**”) applies to all employees, directors, officers (“**employees**”) and contractors. Univar Solutions is committed to protecting the privacy and security of the information collected and to being transparent about the purposes for which employees’ or contractors’ personal information is used.

1. How do we get personal information, why do we have it, and what is our legal basis?

We collect your personal information directly from you to achieve the following purposes. For every purpose, we rely on a legal basis. Occasionally, we may ask for your voluntary consent, provided in a separate form.

Purpose	Legal Basis
<ul style="list-style-type: none"> • Onboarding • Keep employment records • Managing compensation, benefits, expenses, pension and insurance • Organizing employee leaves • Managing employee performance and career development • Performing other employment-related responsibilities 	<p>We have a contract with you (employment contract).</p>
<ul style="list-style-type: none"> • Tax obligations • Meeting our obligations under Health and Safety legislation • General compliance obligations with local, regional and international laws and regulations 	<p>We have legal obligations.</p>
<ul style="list-style-type: none"> • Managing administrative inquiries • Providing business continuity and security, including IT security, • Managing quality, safety, and performance of our products and services • Collecting disciplinary and grievance information to maintain the integrity • Protecting Univar Solutions against illegal activity and misconduct • Complying with Univar Solutions’ legal obligations and other routine business purposes • Provide effective and ethical workforce management, HR and business administration • Responding and defending against legal claims. • Keeping records of emergency contacts • Archiving 	<p>We have legitimate interests.</p>

2. Examples of categories of personal information we collect

The below list contains examples of categories of personal information we may collect.

- **Identifiers:** your name, username, account, date of birth, social security number, state ID card number, passport number, and other unique identifiers associated with you or your family
- **Contact information:** email address, emergency contact, social networks, phone number, address
- **Legally protected information:** special categories of data such as age, gender, gender identity, classifications protected under state or federal Equal Employment Opportunity laws (such as race or national origin), veteran or military status, sexual orientation, medical information, health insurance information, policy number, marital or domestic partner status
- **Education, professional and employment-related information:** employment, employment and education history, professional licenses, employment performance evaluations
- **Internet or other similar network activity:** your IP address, browsing and search history, information regarding interactions with websites and applications, our systems, and networks
- **Location information:** physical location, badge access and telematics data
- **Financial information:** banking information and business-related transactional activity

3. With whom may we share your personal information

Your personal information may be shared internally, including with members of the HR team, your line manager, managers in the business area in which you work and certain IT staff. We try to limit access to your personal information to only those who need to know in performance of their roles.

Univar Solutions may also share your personal information with third parties to obtain pre-employment references, employment background checks and necessary criminal records where needed.

Univar Solutions may also share your personal information with third parties that process personal information on

Univar Solutions' behalf, for instance, in connection with payroll, the provision of benefits and the provision of occupational health services.

Univar Solutions may also share your personal information with local, regional governments or public institutions to fulfil its legal obligations such as tax obligations or any other data sharing obligations.

We may transfer your personal information internationally to the third countries, e.g. to another Univar Solutions entity or to a third-party provider (such as payroll companies, pension companies, data management companies, etc.) to reach the purposes of this notice, where your personal information may not be adequately protected. For these reasons, we use binding corporate rules and standard contractual clauses to protect your privacy rights at a sufficient level. Univar Solutions does not sell your personal information nor disclose it to third parties for their direct marketing purposes.

4. How we store your personal information

We limit the amount of personal data collected only to what fits the purpose of the employment or contractual relationship. We restrict, secure and control all your information (whether physical or electronic) against unauthorized access, damage, loss or destruction; and we ask that our employees assist us in these activities. While it is in our possession, we will try to keep your personal information accurate with your assistance.

Although there is no specific period for which we will keep your personal data, we retain personal data only for as long as is necessary to fulfil the requirements of the employment relationship, respond to requests from employees, or longer, if required by law. In considering how long to keep it, we will consider its relevance to our business and your employment either as a record or in the event of a legal claim. We will delete your data in accordance with our [Records and Information Management Policy](#).

5. Your rights

Under data protection law, you can exercise the following rights. We have one month to respond to you.

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You can ask us to rectify personal information you think is inaccurate. You can also ask us to complete information you think is incomplete.
- Your right to erasure - You can ask us to erase your personal information in certain circumstances.
- Your right to restrict processing - You can ask us to restrict the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organization, or to you, in certain circumstances.

6. Contact information and updates

The data controller of your personal data is Univar Solutions Inc. and its affiliates. A data controller means that we are responsible for deciding how we hold and use personal information about you.

Name of the controller: Univar Solutions Inc.

Address: 3075 Highland Pkwy Ste, 200 Downers Grove, IL 60515

Name and email of Privacy Program Specialist: Ömer Furkan Parmak,
omerfurkan.parmak@univarsolutions.com

Email address for inquiries: dataprivacy.emea@univarsolutions.com

To exercise all relevant rights, ask questions, or report a complaint; please contact Univar Solutions via sending an e-mail to your local DPO, or to the generic email address above, or by sending a post to the above address.

We may provide other privacy notices when we collect or process personal information about you apart from the scope of this notice so that you know how and why we are using such information. Univar Solutions reserves the right to amend this Notice at any time.

7. How to complain

You can also complain to a supervisory authority, in particular in your habitual residence, place of work or place of the complaining situation.