

## **PROTECTING APPLICANT PRIVACY**

Bausch & Lomb is committed to protecting your privacy. In order to do so, we limit the personal information collected about Bausch & Lomb applicants, and we take steps to safeguard the personal information that is collected. This document explains the categories of personal information we collect about you, why we collect that information, and to whom that information may be disclosed.

### **What Personal Information Do We Collect?**

Bausch & Lomb collects information about who you are and how to contact you, including your name, social security number or other government-issued identifier, gender, birth date, eligibility to work in the US, and contact information at home and at work. We also collect information about your work experience, education, and qualifications for employment at Bausch & Lomb, including information provided by previous employers and other references or gathered in the course of conducting a background check.

Bausch & Lomb limits its collection and use of sensitive personal data. For example, while we collect information about your ethnic background, it is used exclusively to measure the success of the Bausch & Lomb inclusion program.

Bausch & Lomb may check your references, collect personal information about you from a third party or outside source, and/or verify personal information you provide to us.

### **Why Do We Collect Your Personal Information?**

Bausch & Lomb limits the collection and processing of personal information to that which is fair, lawful, relevant to, and not excessive for, the following purposes:

- To make recruitment and/or employment decisions;
- To plan and operate our business;
- To establish, assert, or defend our legal rights or obtaining legal advice;
- To prevent, detect, or investigate fraudulent or other unlawful activities;
- To comply with law, regulation or valid legal process;
- In connection with other important employment-related purposes such as equal opportunities monitoring;
- To fulfill its obligations to its customers; and
- Any other lawful purpose in an emergency.

Bausch & Lomb will ask for your permission before using your personal information for anything else.

## **Who Has Access to Your Personal Information and Where is it Processed?**

Your personal information may be accessed by Bausch & Lomb human resources administrators, supervisors, and other personnel as necessary to perform their respective functions. We may also disclose your personal information to third parties as needed to achieve the purposes described above. For example, Bausch & Lomb uses contractors and vendors to perform certain services, such as, for background checks and for drug testing. These vendors and contractors must agree to protect your personal information and to act only on behalf of and at the direction of Bausch & Lomb as may be required under law. In appropriate circumstances, we may disclose your personal information to law enforcement or regulatory authorities as permitted by law.

We may transfer your personal information to other Bausch & Lomb divisions for recruiting purposes, unless you object.

## **Protecting Your Personal Information**

Bausch & Lomb has implemented an information security program that includes physical, technical and organizational measures to protect your personal information from unauthorized access, unlawful processing, and accidental loss, destruction, or alteration.

## **Retention**

If we do not offer you employment, we will retain personally identifiable information about you for no longer than necessary to make a hiring decision, respond to challenges about a hiring decision, assert or defend our legal rights, or comply with law or regulation, unless you agree to be considered for future vacancies.

## **Further Information**

If there are any questions about the above, please contact U.S. Strategic Staffing at [staffing@bausch.com](mailto:staffing@bausch.com).