



BROOKS AUTOMATION, US LLC.

RECRUITMENT PRIVACY NOTICE

Introduction and scope of privacy notice

This Recruitment Privacy Notice explains the type of information Brooks Automation US LLC and its affiliates and subsidiaries (collectively “Brooks” or “we”) process in the context of recruitment, why we are processing it, how that processing may affect you, and what privacy rights you may have about your personal data. Some portions of this Privacy Notice apply only to applicants from certain jurisdictions. In those instances, we have indicated that such language applies only to those applicants.

If you are unable to review or access this notice due to a disability, you may contact us at privacy@brooks.com to access this Privacy Notice in an alternative format.

If you are hired by Brooks, we will provide you with our Employee Privacy Notice, which will replace this Privacy Notice and instead apply to our processing of your personal data throughout your employment with Brooks.

We reserve the right to amend this Privacy Notice in our discretion and at any time. When we make material changes to this Privacy Notice, we will notify you by posting and emailing you an updated Privacy Notice, which will list the effective date of such updates.

What do some of the terms in this Privacy Notice mean?

"Personal Data" is information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with you.

"Processing" means doing anything with the data. For example, it includes collecting it, holding it, disclosing it or deleting it.

“Sensitive Personal Data” is categories of personal data specifically described in this Privacy Notice that are subject to special protection in some jurisdictions.

“Third Party” means any non-affiliated person that is not a Vendor.

“Vendor” means a service provider, contractor, processor, or any other party which collects, stores, or otherwise handles data for us and is bound by contractual obligations to use your personal data only as directed by us.

Details about our collection of your personal data

Some of the personal data that we process about you comes from you. For example, you tell us your contact details. Other personal data about you is generated from references and our Vendors such as recruitment agencies.

We collect and process (and have collected and processed in the last 12 months) many different types of personal data, described in more detail, below.

- Identifiers, such as a real name, alias, postal address, unique personal identifier, online identifier, internet protocol (IP) address, email address, account name, written signature, or other similar identifiers
- Characteristics of protected classifications under California or federal law, such as age and gender
- Internet or other electronic network activity information, such as browsing history, search history, and information regarding an individual's interaction with an internet website, application, or advertisement
- Audio, electronic, visual, thermal, olfactory, or similar information
- Professional or employment-related information
- Education information
- Inferences drawn from any of the information listed above to create a profile about an individual reflecting the individual's preferences, characteristics, psychological trends, preferences, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes. (e.g., predications about an individual's preferences or tendencies)
- Sensitive Personal Data, which depending on the jurisdiction you reside in may include race, ethnicity, health data (such as personal data related to your request for reasonable accommodation for a disability), and personal credit information.

How long do we keep your personal data?

If you are successful in your application, our retention policy stated in the Employee Privacy Notice will apply to you. If you are unsuccessful, we will retain your data for as long as necessary for the purposes stated in this Privacy Notice or as permitted or required to be held for longer by applicable law.

Transfers of personal data outside of the country in which you are located

We are headquartered in the United States and have offices around the world. Therefore, we may transfer your personal data outside of the country in which you are located, where the laws at the destination may not have the same level of privacy protection as your country of residence. Where required by applicable privacy laws and necessary for the purposes described in this Privacy Notice, we implement recognized transfer mechanisms to transfer your personal data across national borders. You may have a right under the applicable law to see details of these safeguards. If you would like to request those details, please contact privacy@brooks.com.

Contact details

In processing your data, we, and in some cases our group companies, may independently or jointly determine the purposes and means of the processing of your personal data (in some jurisdictions, this is called acting as a "data controller"). Please contact us at privacy@brooks.com if you have any questions regarding this Privacy Notice or Brooks' privacy practices.

Purposes and legal grounds for processing personal data

We process your personal data for the purposes of fulfilling our recruitment practices. Specifically, we may process all categories of your personal data (including Sensitive Personal Data) described above for the following purposes to the extent permitted under applicable privacy laws. Where required by applicable privacy laws, these purposes also give us legal grounds and/or demonstrate our legitimate interest in processing your personal data.

- Evaluate a potential employment or contractor relationship with you.

- Perform background checks and verify past employment, educational history, and professional standing and qualifications.
- Evaluate, determine, and arrange compensation, payroll, and benefits.
- Assess your fitness and physical capacity for work.
- Contact you regarding your application and potential employment or contractor relationship with us.
- As necessary for taking requested steps to enter into employment or labor contract with you.
- For equality and diversity purposes.
- Conduct risk and security controls and monitoring.
- Detect and prevent fraud.
- Preventing, detecting, and investigating security incidents that compromise the availability, authenticity, integrity, or confidentiality of stored or transmitted personal data.
- Resisting malicious, deceptive, fraudulent, or illegal actions directed at us and prosecuting those responsible for those actions.
- Ensuring the physical safety of natural persons.
- Comply with laws and regulations, including (without limitation) applicable tax, health and safety, anti-discrimination, immigration, labor and employment, and social welfare laws.
- Monitor, investigate, and enforce compliance with and potential breaches of our policies and procedures and legal and regulatory requirements.
- Comply with civil, criminal, judicial, or regulatory inquiries, investigations, subpoenas, or summons.
- Exercise or defend our legal rights and the legal rights of our employees, affiliates, customers, contractors, and agents.

California Applicants: Please note that we do not “sell” or “share” your personal data. For the purpose of this Privacy Notice, “sell” means renting, releasing, or transferring your personal data to a Third Party for money or other valuable consideration. “Share” means transferring your personal data to a Third Party for cross-context behavioral advertising or targeted advertising purposes, whether or not for money or other valuable consideration. We also do not use Sensitive Personal Data for purposes beyond those authorized by the California privacy law that applies to you.

Who gets to see your data?

Your personal data will be seen internally by Brooks managers, administrators and HR personnel for employment, administrative and management purposes as mentioned in this document. We may also disclose this to other members of our group. We do not disclose your personal data to any non-affiliated persons or entities, except to Vendors such as recruiting agencies and recruiters who handle your personal data on our behalf for purposes described in this Privacy Notice, in situations of business transfer or assignment where we need to disclose your personal data to successors-in-interest or where we are required by law to disclose your personal data to legal or regulatory authorities.

Access to your personal data and other privacy rights

We try to be as open as we reasonably can about personal data that we process. If you would like specific information, just ask us.

Depending on the country in which you are located, you may have the following rights, subject to certain exceptions:

1. **Right of access:** You may have the right to request details about our privacy practice at or before the point of collection. We have provided such information in this Privacy Notice. You may also request that we provide with additional information about the following aspects of how we have handled your personal data specifically in the past (such as in the 12 months preceding your request):

- a. confirmation as to whether or not we process your personal data
 - b. The categories of sources from which we collected your personal data
 - c. the purposes of the processing
 - d. the categories of personal data we have collected about you
 - e. the recipients or categories of recipient to whom we have disclosed your personal data
 - f. the categories of personal data about you that we “sold,” “shared,” or used for targeted advertising purposes, and the categories of Third Parties with whom we sold or shared such personal data
 - g. If we collect Sensitive Personal Data, the categories of Sensitive Personal Data to be collected, the purposes for which it is collected or used, and whether that information is “sold” or “shared”
 - h. The length of time we intend to retain each category of Personal Data, or if that is not possible, the criteria used to determine that period
- A.
2. **Right to rectification or correction:** You may have the right to obtain rectification of inaccurate personal data about you. Depending on the purposes of the processing, you may have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
- B.
3. **Right to erasure (right to be forgotten or right to deletion):** Under certain circumstances, you may have the right require that we erase your personal data.
- C.
4. **Right to opt out, object to, or restrict certain processing:** Under certain circumstances, you may have the right to limit how we process your personal data.
- D.
5. **Right to data portability or to obtain specific pieces of personal data:** Under certain circumstances, you may have the right to receive the personal data about you, which you have provided to us, in a structured, commonly used and machine-readable format, and you may have the right to transmit your personal data to another entity without hindrance from us.
- E.

How to exercise your privacy rights. If you would like to exercise your privacy rights, please email us at privacy@brooks.com. You may also authorize an agent to make privacy requests on your behalf. In such instances, authorized agents may use the same methods as you to submit the requests on your behalf. In order to respond to some of your requests while protecting your personal data, we may need take steps to first verify your identity, such as asking the requestor to match identifying information about you with the personal data we already maintain, asking your agent to provide proof of signed permission from you, or asking you to confirm with us directly that you provided the agent with permission to submit the request. In some instances, we may decline to honor a request if we are unable to verify the identity of the requestor or an exception applies under applicable law. We will respond to your request consistent with applicable law.

Non-discrimination. We will not discriminate against you for exercising your privacy rights. For example, we will not deny goods or services to you, charge you different prices or rates, or provide a different level of quality for products or services as a result of you exercising your privacy rights.

Children’s data

Brooks’ positions do not target individuals under age of 18, with the exception that some internship opportunities may be open to individuals over age of 16. Accordingly, this website is not intended for children under age of 16 and we do not knowingly collect, process, “sell,” or “share” personal data about children under age of 16. Please do not provide your personal data to us if you are under age of 16.

Complaints



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If you have complaints relating to your processing of your personal data, you should raise these with HR in the first instance or contact privacy@brooks.com.

You may also raise complaints with a supervisory or data protection authority in your jurisdiction.