

Data Protection Notice for Employee Referrals

Last Reviewed 4/9/2024

The protection of your information is very important to Corning. This notice (hereinafter referred to as the “Employee Referral Data Protection Notice”) is intended to inform you of how your personal data is collected, processed, and used when a current Corning employee refers you for a job at Corning. Collectively, this information is hereinafter referred to as “Referred Individual Personal Data.”

Corning entities will handle Referred Individual Personal 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 Regulation¹ (“GDPR”) rules, and in accordance with all local laws applicable in the place(s) where the Referred Individual Personal Data is processed. Where local law requires less protection than that established by the Policy, Corning will still handle your Referred Individual Personal Data as outlined in the Policy, available at: <http://www.corning.com/worldwide/en/privacy-policy.html>

Data collection and use

All Referred Individual Personal Data submitted by Corning employees is ultimately collected by Corning Incorporated, based in Corning, New York, USA. Referred Individual Personal Data is also shared with the relevant local Corning entity of the country in which you were referred for a job. Both Corning Incorporated and the relevant local Corning entity (hereinafter collectively referred to as “Corning”) act as Joint Controllers in respect of your Job Application Data.

Corning processes Referred Individual Personal 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 Referred Individual Personal Data submitted about you to Corning, such as:

- Name, email address, telephone number, or other contact information; and
- Information contained in your resume or CV, such as previous work experience, education, awards and certifications.

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 Referred Individual Personal Data be used?

The Referred Individual Personal Data provided to Corning will be used to contact you and invite you to apply to the open role at Corning for which you were referred. If you do opt to apply for the position, a separate Job Applicant Data Protection Notice shall apply to the ongoing processing of your personal data by Corning.

- c. Your Choice

If you choose not to apply to the referred position at Corning, and if you prefer that your Referred Individual Personal Data be deleted, you may send a message to GlobalRecA@corning.com requesting deletion and it will be performed as soon as reasonably possible after receipt of your message.

Disclosure

a. Who may access your Referred Individual Personal Data?

Your Referred Individual Personal Data may be accessed by administrators from Corning's job applicant system, including members of Corning's Human Resources Department; Corning IT (for maintenance purposes only); and select employees of our external service providers who support Corning with the administration of recruitment applications.

b. What happens when your Referred Individual Personal 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 Referred Individual Personal Data will be carried out in accordance with the Corning Group's [Binding Corporate Rules](#) ("BCRs").

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 Referred Individual Personal 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 Referred Individual Personal Data to any third party other than those discussed above without your prior express authorization.

Data Retention

Unless you request its earlier deletion, Referred Individual Personal Data will be kept on record in accordance with local regulations.

Your Rights

You are allowed to obtain access to your Referred Individual Personal Data, and can make reasonable requests to correct, amend, or delete information, where it is inaccurate. 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 particular situation.

You may exercise your above mentioned rights or ask any question regarding the handling of your Referred Individual Personal Data by sending a request to 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](#) (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.

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