

PRIVACY NOTICE TO JOB APPLICANTS REGARDING THE COLLECTION OF PERSONAL INFORMATION

This privacy policy and notice at collection (the “Notice”) provides job applicants with information regarding the types of personal data Benchmark Electronics, Inc. and its subsidiaries and affiliated companies (collectively “Benchmark”, “we”, “our”, or “us”) may collect, how Benchmark may use or disclose this information, and individuals’ rights under applicable data privacy law. Terms referenced herein shall have the analogous meaning under applicable data privacy law depending upon your country of residence (such as “personal data” vs. “personal information”).

It is important that you understand this Notice, together with any other privacy notices we may provide on specific occasions when we are collecting or processing personal data about you, so that you are aware of how and why we are using such information. If you have any questions about this Notice or how we handle your personal data, or if you wish to access this privacy policy in an alternate format or require accommodation to access this Notice, please contact us at: privacy@bench.com or 623-300-7000. If you have any questions relating to the job application process, please contact careers@bench.com.

SCOPE

This Notice applies to all job applicants applying for employment with Benchmark. This Notice does not apply to our consumer facing website(s), which are addressed in our general privacy notice available here, except when you submit a job application to us. This Notice does not cover the following:

- Benchmark products and services for consumers – For more information about our products and services for our customers, please see our global [Privacy Policy](#).
- Benchmark employees (not applying for a new position) – Please contact privacy@bench.com to learn more about our privacy practices regarding the personal information of our personnel.

PERSONAL DATA WE MAY COLLECT

We collect personal data about applicants in connection with their employment application and as part of our recruitment process, as permitted under applicable law. Depending on your interactions with us, Benchmark may not have collected each of these categories of personal data about you.

The following is a non-exhaustive list of the personal data or categories of personal data Benchmark may collect from applicants:

- **Personal identifiers**, such as name, email address, mailing address, phone number, online identifier, Internet Protocol (IP) address, Infor CloudSuite account name, social security number, driver’s license number, passport number, driver’s license or state identification card number, work authorization card number, or other similar identifiers;

- **Demographic information, which may include information about protected classifications**, such as religion, age (40 and over), gender, disability, veteran status, race/ethnic origin, nationality, and other information as may be required by applicable law;
- **Internet or other similar network activity**, such as browsing history, search history, and information regarding your interaction with our Internet website or application;
- **Professional or Employment-related information**, such as employment history, curriculum vitae/resume, certifications, skills inventory, salary history, desired salary, and LinkedIn profile information;
- **Education information**, such as educational degrees, languages, professional memberships, qualifications, certifications, and other related information;
- **Photos, videos, and audio files that contain images or voice recordings**, such as via virtual interviews and/or CCTV footage (where applicable);
- **Background check data**, such as drug screening results, background check results, and other screening, with your advance written consent where required by law;
- **Any other information you choose to provide**, such as information included in your CV/resume and/or shared with us during the interview process, such as business or government relationships that may lead to conflicts of interest; and
- **Inferences drawn from the above personal data.**

In certain circumstances and depending on the country in which you are located, Benchmark may collect additional types of personal data as required or permitted by law (e.g., tax identification number). To the extent permitted by law, Benchmark may receive personal data directly from you (e.g., provided in Infor CloudSuite) and indirectly from third parties (e.g., former employers, educational institutions, publicly available sources and professional social networking sites, online recruitment platforms, professional recruitment agencies, and government agencies).

Benchmark requires certain personal data in order to be able to carry out the functions identified above. Note that your refusal or delay to provide Benchmark with this information may delay or prevent Benchmark from being able to carry out any one or more of these functions.

By providing Benchmark with any personal data, you agree that you are authorized to provide Benchmark with such information. **Where the information you are providing pertains to someone else (e.g., a family member, shareholder, director, executive, agent, or anyone else), you acknowledge that you are required to inform them of the contents of this Notice.**

HOW WE COLLECT YOUR PERSONAL DATA

Generally speaking, most personal data is collected directly from you or automatically collected in connection with your use of our Benchmark applicant system, which is powered by Infor CloudSuite. However, in certain circumstances, Benchmark may collect your personal data from:

- A third party, with your consent (e.g., background check vendor, drug screening vendor, a healthcare provider, banks, or other financial institutions, etc.);
- Contractors and Service Providers, such as Infor CloudSuite, website hosting, company-related consulting and monitoring, data analysis, benefits providers, and other services related to the recruitment process;
- Publicly accessible sources, such as social media networks and job boards;
- Affiliated entities of Benchmark;
- Government agencies, such as law enforcement or public health authorities;
- Other third parties, such as affiliated companies, professional employer organizations, or staffing agencies.

PURPOSES FOR COLLECTION AND USE OF PERSONAL DATA

We may use your personal data to:

- Identify and contact you;
- Consider your application;
- Schedule and facilitate interviews;
- Determine your suitability for current and future job roles with us;
- Contact references or other individuals who may provide information to us about your employment history;
- Perform pre-employment screening and testing;
- Potentially prepare employment terms or an employment contract;
- Engage in financial planning and budgeting;
- Engage in diversity and equal opportunity initiatives (where permitted and/or required under applicable law);
- Provide reasonable workplace accommodations and a safe workplace;
- Make staffing decisions;
- Enforce our Terms of Use and other legal rights;
- Improve and develop our recruitment processes (including by way of candidate experience surveys);
- Ensure the safety and security of our systems;
- Audit, research, and perform analysis to improve the recruiting experience on our sites;

- Respond to inquiries, complaints and disputes;
- Perform certain data analysis regarding use of our recruiting sites and our recruitment programs;
- Comply with legal and other requirements.

Where we seek to review and implement measures to improve our recruitment activities and ensure compliance with our policies such as equal opportunity initiatives, we use anonymized and aggregated data.

Benchmark only processes personal data for the above purposes to the extent permitted by applicable law. In certain cases, such as when looking to fill a job opportunity, we may process Your personal data with assistance from automated employment tools. However, all decisions with regards to the use of automated employment tools also include the use of human review and/or intervention.

DISCLOSURE OF PERSONAL DATA

We may share your personal information with:

- Our affiliates or subsidiaries;
- Our contractors, service providers, and other third parties to assist in the administration, processing, and management of certain activities pertaining to prospective employees (i.e., background check service provider) in connection with the application and recruitment process;
- Individuals or companies employed by Benchmark to carry out specific services, functions, or consultancy work, including external reference agencies and other financial institutions;
- Relatives or legal representatives of prospective employees, or references that you provide in connection with the recruitment process;
- Regulatory bodies or other third parties to whom we are obliged or required to disclose information, such as courts and regulators;
- Legal and medical practitioners;
- Potential purchasers or bidders in connection with any proposed merger, acquisition, or any form of sale or transfer of our assets;
- Relevant government departments and agencies; and
- Other support service providers necessary to assist Benchmark with the above.

We will inform you in advance if we intend to further process or disclose your personal information for a purpose other than the purposes set out above. We take all reasonable steps, as required by law, to ensure the safety, privacy, and integrity of such data and information

and, where appropriate, enter into contracts with such third parties to protect the privacy and integrity of such data and any information supplied.

Other Lawful Disclosures: Benchmark may also share information: (i) as required or permitted by law, including any requirements from government agencies and taxing authorities; (ii) if we determine that disclosure of specific information is necessary to comply with the request of a law enforcement or regulatory agency or other legal process; (iii) to protect the rights, privacy, property, interests, or safety of Benchmark or our affiliated companies, customers, employees, or the general public; (iv) to pursue available remedies or limit damages; (v) to enforce Benchmark's agreements with you; (vi) to prevent fraud; or (vii) to respond to an emergency.

We may also share aggregated or de-identified information, which cannot reasonably be used to identify you. Benchmark processes, maintains, and uses this information only in a de-identified fashion and will not attempt to re-identify such information, except as permitted by law.

CONFIDENTIALITY AND PROTECTION OF YOUR PERSONAL DATA

Benchmark uses reasonably diligent efforts to protect the confidentiality and security of any personal data it collects, and to protect such information from unauthorized or inadvertent disclosure, use, loss, alteration, or destruction. While we attempt to protect your personal data in our possession, no method of transmission over the internet or security system is perfect, and we cannot promise that your personal data will remain secure in all circumstances.

RETENTION OF YOUR INFORMATION

We apply a general rule of keeping personal data only for as long as required to fulfil the purposes for which it was collected. However, in some circumstances we may retain personal data for longer periods of time, such as to carry out our human resources operations, resolve disputes, establish legal defenses, conduct audits, pursue legitimate business purposes, enforce our agreements, comply with applicable laws, or based upon other criteria, including, but not limited to, the sensitivity and volume of such data. In specific circumstances, we may also retain your personal data for longer periods of time so that we have an accurate record of your dealings with us in the event of any complaints or challenges. We have the right to delete application information at any time, and you may want to retain copies of any personal data, including resumes/CVs that you provide to us during the application process. Under some circumstances, we may anonymize your personal data so it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for any legitimate business purpose without further notice to you or your consent.

If you are offered and accept employment: The personal data we collected during the application and recruitment process will become part of your employment record, and we may use it in connection with your employment consistent with our employee personal data policies.

If you are not offered employment and do not become an employee: The personal data collected during the application and/or recruitment process may be retained to consider you for other jobs. Additionally, we may refer back to personal data collected earlier in the event you submit a new application in the future. We will retain your personal data as documented in our corporate data retention schedule unless otherwise required by law. If you are located in the European Economic Area, we may seek your express consent to retain your personal data for consideration for future positions with Benchmark.

CROSS-BORDER TRANSFERS

Benchmark is headquartered in the United States. If you are located outside the United States, your information is collected in your country and then transferred to the United States — or to another country in which we (or our affiliates or service providers) operate. By applying for a job with Benchmark, you understand that your information will be transferred to countries outside of your country of residence, including the United States, which may have data protection rules that are different from those of your country. In certain circumstances, courts, law enforcement agencies, regulatory agencies or security authorities in those other countries may be entitled to access your personal information.

If we transfer your data out of the EEA, the UK and/or Switzerland, we implement at least one of the four following safeguards:

- We transfer your information with your express consent.
- We transfer your information to countries that have been recognized by the European Commission as providing an adequate level of data protection according to E.E.A. standards (see the [full list of these countries](#)).
- We take steps to ensure that the recipient is bound by contractual obligations, including E.U. Standard Contractual Clauses together with addenda or language to cover the UK and/or Switzerland, as applicable, and additional safeguards to protect your personal data.
- We confirm that the service provider to which we are transferring data has an active self-certification under the EU-U.S. Data Privacy Framework (DPF), the UK Extension to the EU-U.S. DPF, and/or the Swiss-U.S. DPF, as applicable.

If you are in a non-US jurisdiction, the transfer of personal information to another country, in particular to Benchmark or Benchmark’s service providers in the US, may be necessary to provide you with the requested information and/or to perform any requested service. To the extent permitted by law, your application for employment with Benchmark constitutes your consent for the cross-border transfer.

PRIVACY RIGHTS FOR RESIDENTS OF THE EUROPEAN ECONOMIC AREA AND SIMILAR JURISDICTIONS

If you are a resident of the European Economic Area (“EEA”), the United Kingdom (“UK”), Switzerland, China, Malaysia, Mexico, Singapore, Thailand, or a jurisdiction with similar data privacy laws, under applicable law you may have the following rights in respect of your personal information that we hold depending upon the jurisdiction where you reside:

- **Right of access.** You have the right to obtain confirmation of whether, and where, we are processing your personal information; information about the categories of personal information we are processing, the purposes for which we process your personal information and information as to how we determine applicable retention periods; information about the categories of recipients with whom we may share your personal information; and a copy of the personal information we hold about you.
- **Right of portability.** You have the right, in certain circumstances, to receive a copy of the personal information you have provided to us in a structured, commonly used, machine-readable format that supports re-use, or to request the transfer of your personal data to another person.
- **Right to rectification.** You have the right to obtain rectification of any inaccurate or incomplete personal information we hold about you without undue delay.
- **Right to erasure.** You have the right, in some circumstances, to require us to erase your personal information without undue delay if the continued processing of that personal information is not justified.
- **Right to restriction.** You have the right, in some circumstances, to require us to limit the purposes for which we process your personal information if the continued processing of the personal information in this way is not justified, such as where the accuracy of the personal information is contested by you.
- **Right to object to further processing.** You have a right to object to any processing based on our legitimate interests where there are grounds relating to your situation. There may be compelling reasons for continuing to process your personal information, and we will assess and inform you if that is the case. You can object to marketing activities for any reason.
- **Right not to be subject to automated decision making.** You have the right not to be subjected to a decision based solely on automated processing, including profiling, that produces a legal effect on you or significantly affects you.

However, this right does not apply if necessary for entering into or performance of a contract, where authorized by EEA or Member State law, or where it is based on your explicit consent, provided your consent has not been withdrawn.

Please note that not all these rights may be available to you depending upon where you reside, and there may be some or all of these rights available to you in countries other than those listed above depending upon where you reside. Residents in other jurisdictions may also have similar rights to the above. Please contact us at privacy@bench.com if you would like to exercise one of these rights, and we will comply with any request to the extent required under applicable law.

You may raise your concerns with your local data protection authority directly. We would, however, encourage you to contact us in the first instance as we aim to resolve any concerns you may have in relation to our processing of your personal information promptly, efficiently, and satisfactorily.

If you are based in the UK or EEA and believe that we have not complied with data protection laws, you can complain to the UK Information Commissioner's Office ("ICO") (www.ico.org) or your local EEA supervisory authority. The European Data Protection Board ("EDPB") makes a list of EEA data protection authorities available at: https://edpb.europa.eu/about-edpb/about-edpb/members_en. Swiss residents have the right to lodge a complaint with the Swiss Federal Data Protection and Information Commissioner at: <https://www.edoeb.admin.ch/?lang=en>.

ADDITIONAL INFORMATION FOR CALIFORNIA RESIDENTS

CCPA Data Subject Rights

If you are a California resident, you have the following rights with respect to the personal data Benchmark collects about you:

- The **right to access** the personal data Benchmark collects or retains about you.
- The **right to know** what personal data Benchmark collects, how and why Benchmark collects your personal data, and how Benchmark uses and shares your personal data.
- The **right to delete** the personal data Benchmark currently has about you. Please note that in some cases, Benchmark cannot approve your request (e.g., where Benchmark is required by law to collect and retain the personal data). If you request the deletion of your personal data and Benchmark determines it can be deleted, Benchmark will delete such information and will request any third parties that have such information to delete it as well.
- The **right to correct** inaccurate personal data, to the extent required or permitted by law. You may correct certain personal data on your own by logging into your Human Capital Management account. Benchmark will use commercially reasonable efforts to correct personal data once a request has been verified.

- The **right to limit** the sharing and/or disclosure of your sensitive personal data to certain permissible purposes under the CCPA. **However, this right is not available to you because we only use sensitive personal data for the permissible purposes set forth under the CCPA.**
- The **right to opt-out** of the “sale” or “sharing” of your personal data. **However, this right is not available to you because Benchmark does not and will not “sell” or “share” your personal data.**

You may exercise any of the rights identified above by contacting us toll-free at privacy@bench.com or 623-300-7000. Benchmark will not discriminate or retaliate against you for choosing to exercise your rights. Benchmark will not charge you a fee to exercise the rights identified above. However, please note that the rights above are not absolute; Benchmark reserves the right to completely or partially deny requests where exceptions exist under applicable law. In addition, if you submit requests that are manifestly unfounded or excessive, such as submitting repetitive requests, Benchmark may either charge a reasonable fee or refuse to act on the request where permitted by applicable law and notify you accordingly.

If you attempt to exercise any of the above rights, Benchmark may need to verify your identity to ensure that the request is valid. Authorized agents may initiate a request on behalf of another individual using the same methods described above. Authorized agents will be required to provide proof of their authorization, and we may also require that the relevant consumer directly verify their identity and the authority of the authorized agent. You may also provide us with a signed and dated power of attorney naming the authorized agent as your representative.

Responding to Data Subject Requests

Within 10 days of receiving your request to delete, request, or to know, we will confirm receipt of your request and provide information about how we will process your request. Generally, we will respond to your request within 45 days. If we need more time to respond, we will provide you with notice and an explanation of the reason we need more time to respond. We may deny your request if we cannot verify your identity or are legally permitted to deny your request. If we deny your request, we will explain the basis for the denial, provide or delete any personal information that is not subject to the denial, and refrain from using the personal information retained for any purpose other than permitted by the denial. We will maintain a record of your request and our response for 24 months.

Disclosure of Personal Information for Business Purposes

We do not:

- “sell” or “share” applicants’ personal data as those terms are defined by the CCPA, although personal data is disclosed to service providers and/or contractors for the purposes described above;

- **use sensitive personal data for purposes other than those allowed by the CCPA; or**
- **knowingly “sell” or “share” the personal data of applicants, if any, under 16 years of age.**

Under the CCPA, a business “sells” personal data when it discloses that information to a third party for monetary or other benefit. A business “shares” personal data when it discloses personal data to a third party for the purposes of cross-context behavioral advertising.

During the 12-month period prior to the effective date of this Notice, we have collected some or all of the categories of personal information described above in this Notice and have disclosed these categories of personal information to the categories of entities listed above for a business purpose.

NOTICE REVISIONS

As with any Company policy, Benchmark retains the sole discretion to revise, modify, or amend this Notice at any time. If we make material changes to this Notice, we will notify you by email, by prominent posting on all-employee intranet or through other appropriate communication channels. All changes shall be effective from the date of publication unless otherwise provided in the notification.

QUESTIONS ABOUT THIS NOTICE/CONTACT INFORMATION

Any questions regarding this Notice, and the requirements contained herein, should be directed to privacy@bench.com

Last Reviewed/Revised: April 2, 2024