



Privacy Notice for Job Applicants in Knauf Gypsum APAC

Date: 1 November 2025

This privacy notice for job applicants (“**Privacy Notice**”) provides information about Personal Data (as defined below) which are processed by a company or companies within the Knauf group of companies (“**Knauf**”, “**we**” or “**us**”) in relation to individuals who apply to work for, or who attend a recruitment event or undertake an assessment with Knauf, which includes prospective employees, interns and contractors (“**Applicants**” or “**you**” or “**your**”). This Privacy Notice may be supplemented by Country-Specific Addendum (“**Addendum**”) as attached herewith.

For individuals who are successful in their application for employment, internship or engagement as a contractor, the privacy notice for employees which we will provide or make available separately, shall apply.

“**Personal Data**” refers to any information which may or may not be sensitive in its nature that can be used to identify you or from which you are identifiable. This includes but is not limited to your name, nationality, telephone number, personal interests, email address, your image, government-issued identification numbers, biometric data, race, date of birth, marital status, religion, health information, employment information and financial information.

This Privacy Notice explains **what** Personal Data we process about you, **why** we are processing your Personal Data and for which purposes, **how long** we hold your personal data for, **how to access and update** your personal data, as well as the options you have regarding your Personal Data and **where to go for further information**. Please read this Privacy Notice to understand how we process the Personal Data we may collect from you. By providing your Personal Data to us, you are agreeing to the provisions of this Privacy Notice and the processing of your Personal Data as described in this Privacy Notice.

1. Name and address of the controller.

1.1. Please refer to **Item (a) of the Addendum** as attached to this Privacy Notice.

2. Special notice to minors.

2.1. We do not intentionally collect Personal Data of individuals who are considered minors under the local laws of your country. If you are a minor, please do not send us your Personal Data. If you wish to participate in any event organized by Knauf which requires you to submit your Personal Data (such as for education or innovation events) please have your parent or guardian do so on your behalf.

3. The categories of Personal Data we collect about you.

3.1. We process Personal Data relating to you since the beginning of the recruitment or engagement process. This may include:-

- (a) name;
- (b) title;
- (c) age;
- (d) date and place of birth;
- (e) personal contact information such as address, contact number, email address;
- (f) marital status;
- (g) family information;
- (h) gender;
- (i) nationality;
- (j) ID card / driver’s license information (ID card number);
- (k) details of origin or ethnic origin;
- (l) citizenship status;
- (m) religious affiliation;

- (n) signature;
- (o) photo;
- (p) whether you have the legal right to work in the country in which you have applied;
- (q) results of interviews and assessments;
- (r) qualification data, such as curriculum vitae, education, experience, qualifications and skills, and certificates;
- (s) remuneration data, such as salary and salary expectation, pension entitlements, bonuses and allowances;
- (t) medical and health condition, such as information from pre-employment medical check-up;
- (u) data obtained from background and reference checks;
- (v) military services records and eligibility for veterans benefits
- (w) surveillance camera records and footages; and
- (x) any information that you furnish to us or we obtain throughout the recruitment process.

3.2. **Data from other sources** – In addition to the Personal Data that you or your authorised representative voluntarily provide to us (including without limitation, via Knauf’s recruitment website or platform), we may also collect Personal Data about you from other sources:-

- (a) third party who has been duly authorized by you or you have provided consent to disclose information about you to us, such as recruitment agencies, reference check from third parties or your referees, background check agencies, etc.;
- (b) publicly available sources that you have made accessible, including third-party websites, social media, public professional platforms, blogs, articles, or similar publicly available content;
- (c) other companies within the Knauf group; or
- (d) if applicable, other background checks, including criminal history checks to determine whether there are any disclosable outcomes.

4. The purposes for which we process your Personal Data.

4.1. We process your Personal Data for the following purposes:-

- (a) **Evaluation** – assessing and evaluating your suitability for employment in any current or prospective position within the Knauf organisation;
- (b) **Human resources, business process execution and internal management** – including recruitment, and verifying your identity and the accuracy of your Personal Data and other information provided;
- (c) **Health, safety and security** – including protection of an individual’s life or health, occupational health and safety, protection of Knauf’s assets and staff, authentication of individual status and access rights;
- (d) **Legal and/or regulatory compliance** – including compliance with legal or regulatory requirements;
- (e) **Management reporting and analysis** – including statistical analysis and surveys regarding the quality of the recruitment process; and
- (f) **Notification of suitable opportunities** – including notification to you of any future job openings within the Knauf organisation that align with your qualifications, experience, and/or preferences.

5. We will only process your Personal Data where we have a lawful basis to do so.

5.1. Where relevant and applicable under the applicable local personal data protection laws, we process your Personal Data based on:

- (a) **Consent** – with the consent of the Applicant;
- (b) **Performance of a contract** – in order to take steps at the request of the Applicant prior to entering into a contract;

- (c) **Legal obligation** – where it is necessary to comply with a legal obligation to which the relevant Knauf company/companies is subject to ensure compliance with applicable employment, social security laws and regulations; or
- (d) **Legitimate interests** – where it is necessary for the legitimate business interests of Knauf (such as ensuring compliance with legal obligations other than those related to employment or social security, the protection of Knauf assets, reputation and Knauf employees and contractors) except where such interests are overridden by the interests or fundamental rights and freedoms of the Applicant.

In those cases where processing is based on consent and subject to applicable local personal data protection laws which provide otherwise, you have the right to withdraw your consent at any time. This will not affect the validity of the processing prior to the withdrawal of consent.

- 5.2. If you provide Personal Data about your family or any third party to us (for e.g. referee details, emergency contact details, family data), you represent and warrant that you have obtained the necessary consent from that person to disclose and transfer such person's data to us, and for us to collect, use and disclose that data in accordance with this Privacy Notice.

6. Who do we share your personal data with?

- 6.1. Your Personal Data are processed for the purposes referred to above and will only be shared on a need-to-know basis with:-

- (a) other companies within the Knauf group, including to those which may be located outside of your location;
- (b) authorised third party agents, service providers, external auditors and/or sub-contractors of Knauf, including authorised third party who carry out pre-employment medical screening, reference and background checks on behalf of Knauf;
- (c) a competent public authority, government, regulatory or fiscal agency where it is necessary to comply with a legal or regulatory obligation to which the relevant Knauf company/companies is subject to or as permitted by applicable law; or
- (d) any person to whom Knauf proposes to transfer any of its rights and/or duties.

- 6.2. **Interacting with Knauf through social media** – if you choose to interact with Knauf through social media on a Knauf administered social media page ("**Knauf Social Media Page**"), your Personal Data (such as your name, your profile picture and the fact that you are interested in Knauf) will be visible to all visitors of your personal webpage depending on your privacy settings on the relevant social media platform, and will also be visible to Knauf. Knauf does not track your activity across the different social media sites that you use.

7. Transfer of Personal Data outside of your country is subject to appropriate safeguards.

- 7.1. We may transfer your Personal Data to a place outside of your country. Where your Personal Data is transferred to companies within the Knauf group and/or to authorised third parties located outside of your country we take organizational, contractual and legal measures to ensure that your personal data are processed for the purposes mentioned above and that adequate levels of protection have been implemented in order to safeguard your personal data.

- 7.2. By consenting to the processing of the Personal Data for the purposes pursuant to this Privacy Notice, you hereby consent to the transfer of your Personal Data to other countries that may have different laws and data protection compliance requirements to those that apply in your country.

8. Data Security.

8.1. We maintain reasonable administrative, technical and physical safeguards designed to protect the Personal Data you provide or we process against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use.

9. Knauf only holds your Personal Data for a defined period of time.

9.1. We keep your Personal Data for as long as it is necessary to fulfill the purposes for which they were collected, or as required or permitted by the applicable laws. We will cease to retain your data as soon as it is reasonable to assume that such retention no longer serves the purposes for which the data were collected, and are no longer necessary for legal or business purposes.

10. Consequences of not providing your data.

10.1. It is obligatory that you supply us the personal data we have indicated as compulsory in order to enable us to process your application or the purposes as stated in this Privacy Notice (collectively, “**Compulsory Personal Data**”). If you fail to supply to us with any of the Compulsory Personal Data, we may refuse to, or may be unable to, process your personal data for any of the purposes specified in this Privacy Notice.

10.2. You are responsible for providing accurate and up-to-date Personal Data, including that of others you represent or are responsible (such as your referees).

10.3. If you provide Personal Data on behalf of others (such as your referees), you confirm and represent that you have informed them of this Privacy Notice and have consent or legal authority to disclose their Personal Data to us for us to process in accordance with this Privacy Notice.

11. Your rights and how to exercise them.

11.1. We aim to keep our information about you as accurate as possible. Subject to the applicable local personal data protection laws and where applicable, you may request for:-

- (a) access to your Personal Data;
- (b) correction of your Personal Data;
- (c) deletion of your Personal Data (unless the Personal Data are still necessary for the purposes for which they were processed or to fulfill a legal obligation);
- (d) that the processing of your Personal Data is restricted; and/or
- (e) that you receive Personal Data that you have provided to Knauf, in a structured, digital form to be transmitted to another party, if this is technically feasible.

11.2. If you have any issues, queries or complaints regarding the processing of your Personal Data, or if you would like to make any of the abovementioned requests, please contact us at the details set out in **Item (f) of the Addendum** of your country.

12. Updates, Discrepancy and Governing Law.

12.1. This Privacy Notice may be changed over time without prior notice to you and the updated version shall apply and supersede any and all previous versions. You are advised to regularly review this Privacy Notice for possible changes. This Privacy Notice was last updated as set out at the top of this Privacy Notice.

12.2. This Privacy Notice is issued in both English and the local language in your country, if applicable. In the event of any inconsistencies or discrepancies between the English version and the local language version, the English version shall prevail.



- 12.3. In the event there is any discrepancy between the terms of the main body of this Privacy Notice and the terms of the Addendum, the terms of the Addendum shall prevail.
- 12.4. This Privacy Notice (including the Addendum) shall be governed by and interpreted in accordance with the local laws of the country specified in the Addendum below.

COUNTRY-SPECIFIC ADDENDUM FOR THAILAND

If you are a resident in Thailand, the following additional information will apply as required under the Personal Data Protection Act 2019.

Item	Clause	Particular
(a)	1.1	<p>Details of Data Controller/Data User:</p> <p>The entity employing you is your data controller, and you may contact said entity using the following contact details:</p> <p>Knauf Gypsum (Thailand) Limited 80 Nong Pla Kradi Road, Nong Pla Mo Sub-district, Nong Khae District, Saraburi Province 18140 Thailand. Email: pdp-th@knauf.com</p>
(b)	7	<p>Clause 7.2. shall be replaced with the following:</p> <p>You acknowledge that your personal data may be transferred to other countries that may have different laws and data protection compliance requirements to those that apply in your country. In any event, we will ensure that any such transfer complies with the applicable personal data protection laws.</p>
(c)	9	<p>Clause 9 shall be replaced with the following:</p> <p>9. Knauf only holds your Personal Data for a defined period of time.</p> <p>9.1. We keep your Personal Data for as long as it is necessary to fulfill the purposes for which they were collected, or as required or permitted by the applicable laws. We will cease to retain your data as soon as it is reasonable to assume that such retention no longer serves the purposes for which the data were collected, and are no longer necessary for legal or business purposes.</p> <p>We determine retention based primarily on the amount, nature, sensitivity and type of information being retained. However, because a particular category of personal information may appear in different types of records, each with different retention periods, it may not be possible to specify a universal retention period for each category of personal information. Instead, the criteria used to determine our retention periods include:</p> <ul style="list-style-type: none"> • The type of record and length of time we have an ongoing relationship with you (for example, we generally retain your job applicant's application, if you do not join our team, for a period of 2 years after the end of recruitment process with us; • Whether there is a legal obligation to which we are subject (for example, certain laws require us to keep records for a certain period of time before we can delete them); or • Whether retention is advisable in light of our legal position (such as in regard to applicable statutes of limitations, or litigation or regulatory investigations).

Item	Clause	Particular
(d)	10.1.	<p>Clause 10.1. shall be replaced with the following:</p> <p>It is obligatory that you supply us the personal data we have indicated as compulsory in order to enable us to process your application or the purposes as stated in this Privacy Notice (collectively, “Compulsory Personal Data”). If you fail to supply to us with any of the Compulsory Personal Data that is necessary for entering into an agreement with you, we may not be able to proceed to enter into such agreement with you.</p> <p>In addition, where your personal data is required for the compliance with law and you did not provide such personal data, it may result in us and/or you being in violation of such legal requirement. We may also refuse to perform our duties, either in whole or in part, to mitigate the risk of violating said applicable law.</p>
(e)	11.1.	<p>Clause 11.1. shall be replaced with the following:</p> <p>11.1. We aim to keep our information about you as accurate as possible. Subject to the conditions prescribed by the applicable personal data protection laws, you can request for:-</p> <ul style="list-style-type: none"> (a) accessing or obtaining a copy of your personal data. In addition, you also have the right to request information on how we acquired your personal data without your consent. (b) correcting misleading, incorrect or incomplete including updating personal data stored by us. (c) deletion, destruction or de-identification of your personal data. (d) obtaining your personal data in a format which can generally be read or used by automatic tool or device, and which can be disclosed or used by automatic means, and request us to send or transfer such data to another data controller including request to obtain the personal data in such formats that was sent or transferred to other data controllers. (e) objecting to the processing of your personal data in certain circumstances. (f) suspending the processing of your personal data in certain circumstances. (g) making a complaint at any time to the competent data protection authority for data protection issues.
(f)	11.2	<p>Contact details:</p> <p>For Knauf Gypsum (Thailand) Limited You may contact at email: pdp-th@knauf.com</p>