



## CANADIAN EMPLOYMENT INFORMATION NOTICE

This Notice explains how Cargill uses Personal Information about you in an employment context. We refer to this as “Canadian Employment Information”. You also have certain legal rights with respect to Canadian Employment Information. This Notice also summarises what these are.

Canadian Employment Information is collected, used and disclosed with consent or as otherwise permitted by applicable law.

For further details, please read the [Cargill Data Privacy for Employment Information Policy](#).

### 1. WHAT CANADIAN EMPLOYMENT INFORMATION DOES CARGILL COLLECT?

Cargill collects various types of Canadian Employment Information about you in connection with your work at Cargill. This includes the following categories:

- At the time of hire and thereafter when updating is required,
  - Contact details, such as address, telephone number and email address, etc.; and,
  - Financial information, such as salary, bank account details, corporate credit card usage, employment benefits, etc.;
- During the Recruitment process, recruitment information, such as CVs, application forms, etc.;
- Throughout your career as events occur, career information, such as appraisals or performance reviews, disciplinary records, details of skills and experience, absence records, etc.;
- When your access is granted or updated, information about your use of Cargill assets, such as computers and phone, etc. (where relevant and permitted to be collected by local law);
- When at Cargill locations, CCTV images, in accordance with posted signage, and visit information for visitors to Cargill sites.

Cargill generally receives Canadian Employment Information directly from you or from third parties, such as Third-Party Service Providers that assist with health and safety, travel and expense, and other employment-related purposes described below. Information may be collected verbally or in writing, through the use of paper forms, email, web portals and other electronic means.

Information regarding Cargill’s collection of Canadian Employment Information will also be provided at the time of data collection and upon request, as and when required by applicable law.

### 2. WHAT WILL CARGILL DO WITH YOUR CANADIAN EMPLOYMENT INFORMATION?

Generally, Cargill only uses Canadian Employment Information for employment-related purposes, including:

- **Workforce Planning and Recruitment**, such as job advertising, interviewing, selecting and hiring new staff;
- **Management and Administration**, such as employee career development, compensation and benefits and performance management;
- **Performance of Cargill’s Business Operations**, such as carrying out Cargill’s day to day business activities;
- **Legal and Regulatory Compliance**, such as compliance with health & safety requirements and other legal or fiscal obligations, participating in due diligence activities for the sale or purchase of a business, or in connection with litigation, an internal investigation or audit;
- **Security Management**, such as activities related to ensuring the security of Cargill premises, assets, information, and Individuals.



Cargill is processing Canadian Employment Information because it is necessary for us to do so in connection with your employment contract. In addition, certain processing may be based on your consent or because it is necessary to comply with a legal obligation or to enable us to pursue our legitimate business interests as a leading provider of food, agriculture, financial and industrial products and services.

### 3. CARGILL DATA PRIVACY PRINCIPLES

Cargill observes the following principles in relation to Canadian Employment Information:

- **We process it fairly and lawfully;**
- **We process it for a specific legitimate business purpose and do not process in a manner incompatible with that purpose;**
- **We use Canadian Employment Information that is adequate, relevant and not excessive for the purpose for which it is processed;**
- **We keep it accurate and, as necessary, up to date;**
- **We keep it in a form which permits identification for no longer than necessary for the purpose for which it was collected;**
- **We protect it against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, using appropriate technical and organisational measures;**
- **We process it in accordance with an Individual's rights.**

### 4. WHO IS YOUR CANADIAN EMPLOYMENT INFORMATION DISCLOSED TO?

#### (a) Within Cargill

Cargill restricts access to Canadian Employment Information to people within the company who have a "need to know" that information. As a global company doing business across national borders, there are many situations where this "need to know" requires your information to be transferred across provincial borders within Canada or to Cargill in another country, including countries that may provide no or less legal protection for Personal Information. However, the purpose of the Cargill Data Privacy for Canadian Employment Information Policy is to ensure protection for your Canadian Employment Information in every country where Cargill does business.

#### (b) Outside Cargill

Cargill shares Canadian Employment Information with authorised third parties, such as the Canada Revenue Agency, unions, and benefits providers when they have a "need to know" the information. Information is also processed by technology and other service providers on Cargill's behalf. Where Cargill contracts with service providers, it imposes appropriate contractual obligations regarding Canadian Employment Information on such Third-Party Service Providers.

Beyond our Third-Party Service Providers, generally, Cargill will only disclose your Canadian Employment Information outside Cargill and its Service Providers:

- when required to do so by law;
- in response to a legitimate request for assistance by the police or other law enforcement agency;
- to seek legal advice from Cargill's external lawyers or in connection with litigation with a third party;
- in connection with the sale, purchase or merger of a business; or
- to provide a third party (such as a potential supplier or customer) with a means of contacting you in the normal course of business, for example, by providing your contact details, such as your business phone number and email address.



## 5. EXERCISING YOUR RIGHTS

Subject to applicable law, you have the right to access, correct and erase your Canadian Employment Information, and to withdraw consent previously provided. If you would like a copy of any of your Canadian Employment Information, or if you would like to exercise your rights, please use [this form](#).

If you have a concern about how Cargill has used your Canadian Employment Information, as a first step, you should raise the concern in writing with your manager. If this is not appropriate for any reason, you should raise the concern in writing with your Human Resources Representative, the Cargill Canadian Privacy Officer or the Global Privacy Office.

If your concern has not been resolved within a reasonable time, it may be escalated to the Global Privacy Office by using [this form](#).

After investigating an escalated concern, the Global Privacy Office will respond to you in writing within a reasonable time setting out its conclusions together with details of any remedial action that it proposes to take.

If your concern has not been fully resolved by the Global Privacy Office, you are entitled to file a complaint with the applicable Data Privacy Authority<sup>i</sup>.

## 6. RETAINING YOUR CANADIAN EMPLOYMENT INFORMATION

We keep your Canadian Employment Information in accordance with Cargill's Record Retention Schedules which are available at <https://rim-apps.cargill.com/RetentionSchedule/>.

## 7. CONTACT US

To contact the Global Privacy Office or the Canadian Privacy Officer, you may use [this form](#).

Cargill Global Privacy Office  
Law Department, MS 24  
Office Center  
15407 McGinty Road West  
Wayzata  
MN 55391-2399  
USA

Cargill Canadian Privacy Officer  
c/o Cargill Global Privacy Office (address to left)  
-or-  
Cargill Limited  
300-240 Graham Avenue  
Winnipeg, Manitoba R3C 4C5  
Attention: Jennifer Marchand,  
Cargill Canadian Privacy Officer

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<sup>i</sup> Contact information for the Canadian Privacy Commissioner is available on the Commissioner's website ([priv.gc.ca](http://priv.gc.ca)). Contact information for provincial government privacy offices is also available through this website.