

APPLICANT PRIVACY POLICY AND CONSENT TO USE JOB APPLICATION DATA

Last modified: May 24, 2018

Our Commitment

At International Paper, our approach to privacy and data protection begins with our values: we are committed to doing the right thing, for the right reasons, all the time. We support the communities in which we live and work and are always looking for people who are interested in exploring the infinite possibilities of a career at International Paper.

The Purpose of this Policy

This Applicant Privacy Policy will inform you about how the personal data you submit when you apply for a job through this website will be handled and protected by International Paper.

The Types of Data We Process

This policy applies to the job application data you submit to International Paper, such as:

- Name, mailing address, email address, telephone number or other contact data
- Previous work experience and education
- Personal data contained in your resume or cover letter
- The type of employment you are seeking, along with your willingness to relocate or other job preferences
- Names and contact data for references (please get consent from references before you provide their contact data to IP)

Why We Collect and Use Your Personal Data

International Paper collects and uses your personal data to determine your qualifications for employment and to reach a hiring decision. We also collect your personal data to comply with applicable laws and regulations, such as laws related to the evaluation of those seeking employment, or to defend ourselves in claims under such laws. If you are hired, we will also use relevant portions of your personal data to establish a basic employment record. We do not collect or use the personal data you submit as a job applicant for purposes other than determining your eligibility for employment or assisting us in exercising our legal rights to support any claim or defense.

How We Collect Personal Data about You

Most of the personal data International Paper collects about you comes directly from your application or resume, and it is stored on servers located in the United States. Where legally permitted, we may also collect data about you from third parties, in order to: (a) verify data about your credentials, such as your education and prior employment; (b) follow up on references that you may provide; and (c) conduct background investigations, where permitted by law. International Paper collects such data from third parties only with your knowledge and consent.

Disclosures of Your Personal Data

Access to your data will be restricted to those International Paper employees and designated agents who have a need to know your data in order to carry out their responsibilities involving recruitment or legal issues related to employment. Your data may also be disclosed to governmental entities in compliance with applicable laws in the United States and other countries, such as to those agencies authorized to enforce equal opportunity laws.

Your Choice

Providing your personal data to International Paper is voluntary. If you do not provide all of the data requested in your application, our ability to consider you for employment may be limited.

Your Access to Your Personal Data

Once you have established an account through this website, you will have online access to correct or update the data it contains by logging into International Paper's job application webpage.

Applicable Laws

International Paper is committed to complying with data protection requirements in the countries in which it operates. Each International Paper affiliate is required to ensure compliance with all data protection requirements in its country of operation.

Applicants from the European Union

Storing your data. Your personal data will be stored in databases that are part of International Paper's global human resources information management system ("Global HRIS"), which is the primary system of record for personal data about employees and applicants. However, we may also use manual files to manage and store personal data.

Server locations. The personal data in International Paper's Global HRIS is maintained on servers that may be located in the United States or in cloud-based applications that are not located in Europe. The laws outside of Europe may not provide the same level of data protection compared to the country in which you originally provided your applicant data. Nevertheless, when International Paper transfers your personal data to recipients in other countries, including the United States, we protect your information and transfer it in accordance with applicable laws.

Legal compliance. If you are located in the European Economic Area or Switzerland, we take affirmative measures to comply with applicable legal requirements and to ensure adequate protection for the transfer of data using model contracts, among other protections.

Your rights. You may also have rights under applicable data protection laws to view the personal data International Paper maintains about you and to correct or delete inaccurate personal data. You may also have the right to oppose the processing of your personal data in some circumstances. If you wish to request access to your personal data or exercise any rights under data protection laws, please contact International Paper's EU Data Privacy Counsel at My-Privacy@ipaper.com.

Safeguards

International Paper uses appropriate technical and organizational measures to safeguard your personal data against loss, theft, and unauthorized use or modification.

Retention of Your Personal Data

International Paper retains your personal data only as long as necessary to achieve the purposes for which it was provided and to comply with applicable laws. After a reasonable time, your data is deleted or archived unless you consent as referenced below.

Communications from International Paper

International Paper may contact you, using the contact data you have provided, for purposes of responding to your application for a particular job or jobs. We will notify you about new jobs matching your preferences, as well as other events and announcements, based on the options you select within the account you establish.

Inquiries or Questions

If you have questions or concerns about International Paper's policies and practices for handling applicant personal data received through this website, you may contact us at My-Privacy@ipaper.com.

Changes to this Policy

From time to time International Paper may revise this Applicant Privacy Policy. Should we do so, we will also change the last modified date listed at the top of this policy. We encourage you to check back at this website periodically, in order to be aware of the most recent version of the Applicant Privacy Policy.

Consent to Process Personal Data

Data you provide will be used based on your consent to the provisions of this policy.