

## **International Paper's Applicant Privacy Policy**

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.

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:

- Contact information (e.g., name, address, email address, telephone number)
- Previous work experience (e.g., employment history, work authorization information, education history, certifications)
- Personal data contained in your resume or cover letter that you choose to provide for our consideration
- Type of employment sought, willingness to relocate or other job preferences
- Names and contact data for references (please obtain 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. Relevant portions of your personal data, if you are hired, will also be used 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 International Paper in exercising its 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 is collected directly from your application or resume, and 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 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 agreement.

### **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 the specific data in order to carry out their responsibilities with

regard to recruitment or legal issues related to employment. Individuals with access to applicant information may include our Human Resources department and hiring managers. Your personal data may be used to consider you for opportunities at International Paper other than the ones for which you applied. If you do not want to be considered for other positions, please contact us at [My-Privacy@ipaper.com](mailto:My-Privacy@ipaper.com).

In compliance with applicable laws in the United States and other countries, we may also disclose your data to government entities such as to those agencies authorized to review and enforce equal opportunity laws or law enforcement.

## **Your Choice**

We process applicant data because it is necessary for the performance of a contract or to take steps to enter into a contract. By applying for a job with International Paper, you agree that we may use your personal data for recruitment and if you are hired for employment purposes.

Providing your personal data to International Paper is voluntary. If, however, you do not provide all of the data that is 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**

Your personal data will be stored in databases which 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, manual files may also be used to manage and store personal data. In addition, we exercise special precautions in dealing with applicant personal data defined as sensitive by law.

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.

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.

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 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](mailto:My-Privacy@ipaper.com).

## **Safeguards**

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

## **Storage of Your Personal Data**

International Paper retains your personal data only as long as is necessary to achieve the purposes described for and to comply with applicable laws relating to the evaluation of those seeking employment and data retention time frames specified by law. After this time, your data is deleted or archived unless it is required to fulfill legal obligations.

## **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. In addition, you will be notified about new jobs matching your preferences and other events and announcements if you select these options 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](mailto: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 date indicated below. 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 upon your consent to the provisions of this policy.