

The Timken Company Privacy Notice – Initial Recruitment Information

The Timken Company and its global group companies (“we”, “us”, or “our”) are committed to being transparent about how we collect and use your personal data and to meeting our data protection obligations. It is important that you read this Privacy Notice (“**Notice**”) so that you are aware of how and why we will use your personal data and how we will treat it.

This privacy notice relates to our use of the Yello App, operated by RECSOLU, Inc., as part of our employee recruiting activities. RECSOLU, Inc. has its own [privacy notice](#) related to the operation of the Yello App and associated website, which you should also review.

We collect personal information through the Yello App to begin the recruitment process in certain circumstances, such as during recruiting events. It is important for you to know that if both you and we decide to continue discussions toward possible employment at Timken:

- you will be asked to create an account at [Timken Careers site](#), where you will be asked to provide additional personal data,
- you will not be considered to have applied for a position with Timken until you have done so, and
- the Timken Careers site has its [own privacy notice](#) that governs the collection of personal data through that site.

Most of this Notice applies globally, but some portions apply only where specifically required by local law, for example, the General Data Protection Regulation 2016/679, a regulation on data protection and privacy applicable for within the European Union (“**EU**”) and the European Economic Area (“**EEA**”) (“**GDPR**”). Those portions will be identified as only applying as required by law.

WHO COLLECTS THE INFORMATION?

The controller for the personal data you provide to us through the Yello App is The Timken Company, an Ohio corporation having its global headquarters at 4500 Mount Pleasant Street NW, North Canton, Ohio 44720 USA. A controller of personal data is responsible for deciding how and why your personal data is used and for notifying you of the information contained in this Notice.

FROM WHOM DO WE COLLECT THE INFORMATION?

The personal data about you that you provide to us through the Yello App comes from you, either by you entering the information directly into the Yello App, or by us, at your direction, entering the information that you provide to us.

WHAT INFORMATION DO WE COLLECT?

We collect basic contact information, such as your name, email address, and phone number, along with information about your areas of employment interest, educational history, willingness to relocate, and whether you would require visa sponsorship to work in the United States.

WHY DO WE COLLECT YOUR PERSONAL DATA AND ON WHAT BASES?

We collect this personal information to make decisions about whether to further our recruitment process with you by, for example, scheduling an interview, and, if so, to arrange interviews with the appropriate Timken personnel.

The legal bases upon which we rely for the processing of your personal data are:

- to take steps toward possibly entering into an employment contract with you;
- to ensure compliance with our legal obligations as a potential employer, for example, to ensure that you have the right to work; and
- for our legitimate interests, such as the recruitment, employment, and management of qualified individuals, and maintaining the workforce needed to meet our business objectives, provided your interests and fundamental rights in a particular case do not override those interests.

WHO WILL HAVE ACCESS TO YOUR PERSONAL DATA AND WHERE WILL IT BE STORED?

Your personal data may be accessed by our human resources administrators, supervisors and other human resources personnel as necessary to perform their respective functions with regard to recruitment.

By entering your personal data into the Yello App, your personal information will be hosted on the Yello site, operated by RECSOLU, Inc. and, if applicable, its third party hosting providers, on servers in the United States. You should review RECSOLU, Inc.'s [privacy policy](#) for the Yello App and associated website.

Service providers with whom we share your personal data, such as RECSOLU, Inc., are required to protect your personal data and to act only on behalf of and upon instructions from Timken as may be required under law.

We may disclose your personal data when we have a legal duty to do so, to enforce or apply our agreements, and to protect the rights, property, or safety of Timken, our applicants, employees, customers, and providers.

HOW DO WE PROTECT YOUR PERSONAL DATA?

Timken has implemented an information security program that includes physical, technical and organizational measures to protect your personal data from unauthorized disclosure or access, unlawful processing, and accidental or unlawful loss, destruction, or alteration.

We will maintain the personal data that we obtain about you through the Yello App for as long as we need to in order to complete our recruitment process for any particular position for which you apply. We will also retain your personal data as long as necessary to respond to challenges about a hiring decision, assert or defend our legal rights, and comply with applicable laws and regulations.

WHAT ARE YOUR RIGHTS UNDER GDPR?

When the GDPR applies – such as when your personal data is processed by a Timken group company located in the EU/EEA – you have a number of rights. These rights are not absolute and may be subject to certain conditions and exemptions under the GDPR and local implementing laws. Generally, these rights include the right to:

- request access to your personal data, which enables you to receive a copy of personal data we hold about you and to check that we are lawfully processing it;
- require us to correct incorrect or complete incomplete personal data we hold about you;
- request erasure of your personal data, which, when applicable, enables you to require us to delete your data, for example where the data is no longer necessary for the purposes of processing;
- in certain circumstances request the transfer of your personal data to another party; and
- request the restriction of processing of your personal data, for example if you want to establish its accuracy or the reason for processing it.

You also have the right to object (on grounds related to your personal situation) to the processing of your personal data where we are relying on our legitimate interests or those of a third party.

You will not usually have to pay a fee to access your personal data or to exercise any of the other rights. However, we may charge a reasonable fee if your request is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Where we rely on your consent to process your personal data, you have the right to withdraw your consent for that specific processing at any time. If we receive notice from you withdrawing your consent, we will stop that specific processing of your personal data unless there is an alternative legal basis to continue such processing.

If you think any information we have about you is incorrect or incomplete, please write to us or email us using the contact details set out in the "Contacting Us" section below and we will correct or update any inaccurate or incomplete information as soon as possible.

If you wish to exercise any of these rights, please contact us using the contact details set out in the "Contacting Us" section of this Notice.

HOW CAN YOU MAKE A COMPLAINT?

We strive to process your personal data in accordance with the applicable legal obligations, but if you have a complaint in that regard, please address your complaint using the contact details set out below.

If GDPR applies to your personal data, you also have the right to lodge a complaint with a supervisory body if you are not happy with how we handle your personal data and we could not provide you with a satisfactory resolution to your request.

CONTACTING US

You may contact us by addressing the question to the main Data Privacy Office at The Timken Company as follows:

The Timken Company
Data Privacy Office/Legal
4500 Mount Pleasant Street NW
North Canton, Ohio 44720 USA
Attn: Data Privacy / Legal Services
DataPrivacyOffice@Timken.com
+1 234.262.2207