

Mitsui & Co. Europe Plc
Mitsui E&P UK Limited
MKI (UK) Limited
METS London Pte Ltd.
1 St Martin's Le Grand
London EC1A 4AS
United Kingdom

Group Recruitment Privacy Notice

1. Introduction

Mitsui & Co. Europe Plc is a public limited company (Company Number 02204039), Mitsui E&P UK Limited (U.K.) is a private limited company (Company Number 07652477), MKI (UK) Limited is a private limited company (Company Number 07769021) and METS London Pte Limited is a private limited company (Company Number FC036018), all of which are registered at 1 St Martin's-Le-Grand, London, EC1A 4AS (together "Mitsui", "we", "us", "our").

Each of the above entities acts as a "data controller" for the purposes of the General Data Protection Regulation 2016/679 ("**GDPR**"), either alone or jointly, and is required under data protection legislation to notify you of the information contained in this privacy notice. Mitsui is committed to protecting your privacy and processing your personal data fairly and lawfully in compliance with the GDPR.

The purpose of this Notice is for Mitsui to inform you about the Processing of your Personal Data when you have applied for a job at Mitsui via our careers page/when introduced via an agency/third party platform or referred by a current employee of Mitsui. Below you will find information on what Personal Data we collect about you, how we use it, for which purposes we use it, with whom we share it and which rights you have regarding the Processing of your Personal Data.

2. Recruitment Fraud

It has come to our attention that various individuals are contacting people offering fraudulent employment offers to prospective candidates in Mitsui's name. These communications do not originate from Mitsui and are perpetrated by individuals unaffiliated with Mitsui or any of its associated entities. We take such matters extremely seriously, and work with the appropriate authorities to terminate fraudulent schemes using the Mitsui name.

Recruitment fraud is a growing trend involving false job listings and fraudulent communications purporting to be from companies like Mitsui with the intention of obtaining

money or personal data from applicants. This kind of fraud is normally done through unsolicited emails, online recruitment services such as LinkedIn, bogus websites and even text messages claiming to be from Mitsui. Mitsui's name and logo often feature on the documentation and in the communications without authority.

Warning signs of recruitment fraud

There are a number of warning signs which may indicate that a solicitation and/or job offer is recruitment fraud these could include the following:

- request for money (e.g. for "visa fees," taxes, application fees, processing or software fees);
- request for personal information such as passport, address and bank account details, often at an early stage of the recruitment process and/or without a face to face interview taking place;
- use of mobile (cell) phone numbers, rather than office numbers;
- spelling and grammatical errors/poorly formatted documentation or vague details;
- sense of urgency in the communications or demands/threats for non-compliance;
- offer of employment extended when no face-to-face interview has occurred.

Mitsui will always and only ever contact you from a verifiable @mitsui.com email address. We will never use Gmail, Yahoo, Hotmail or any other non-official email account to communicate with potential candidates.

We recommend that you do not respond to unsolicited offers of employment from people claiming to work for, or be affiliated with, Mitsui. If you believe you have received a fraudulent communication, we would advise that you contact your local police. Please do not disclose your personal or financial details to anyone you do not know without first having ascertained that the communication is legitimate.

If you would like to check the validity of a recruitment process that you are currently in or believe you have been subject to recruitment fraud, please contact us via the link below through the inquiries section:

https://www.mitsui.com/jp/en/information/1218324_6959.html

Legitimate employment opportunities with Mitsui are listed on the careers page of our website, <https://www.mitsui.com/eu/en/careers/index.html>

3. Definitions

Personal Data: means any information about you from which you can be identified.

Processing: means the collection, recording, storage, use, disclosure and any other form of operations or dealings with your Personal Data.

4. Collection of Personal Data

When making a job application to Mitsui and/or participating in any recruitment process for a position with us, we may collect the following information about you:

- Your name and contact details (ie address, home and mobile phone numbers and email address);
- Details of your qualifications, experience and employment history (including job titles and working hours) and current salary;
- Your gender;
- Your country of residence or citizenship;
- Details of professional referees that you include with your application;
- Details of your interests and affiliations (if these are provided on your CV);
- Identification and background information provided by you or collected as part of our due diligence or where required to comply with applicable law or regulation;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- Any other Personal Data that you may submit to us as part of your application;
- Personal Data that is classed as "special categories of Personal Data" which may include information about your health, disability or medical condition.
- Details of any adjustments you may require in order to attend for an interview or to apply for a role;
- Information required to enable Mitsui to instruct its third party reference providers to undertake a criminal history check from the Disclosure and Baring Service, where the conduct of such a check is permitted by law and required for the position;

- Details of family members or friends who may work for Mitsui, where we are required to do so in accordance with our Recruitment Policy.

How we collect your personal data

We generally collect personal data about you in our recruitment processes in the following ways:

- When you visit our careers webpage at <https://www.mitsui.com/eu/en/careers/index.html> and details of your visit to our site are recorded including your IP address;
- When you submit an expression of interest regarding positions that we are not currently recruiting for;
- When you contact our careers and recruitment team via the contact details listed on our website, either by email or telephone;
- When you submit an application for a job vacancy through our careers page;
- When you are referred for a position at Mitsui via our internal referral scheme;
- When your personal data is submitted by one of our recruitment partners such as a recruitment or search agency, including via LinkedIn.

We make every effort to maintain the accuracy and completeness of the Personal Data which we store and to ensure all of your Personal Data is up to date. However, you can assist us with this considerably by promptly contacting us (as per paragraph 11) if there are any changes to your Personal Data or if you become aware that we have inaccurate Personal Data relating to you. Mitsui will not be responsible for any losses arising from any inaccurate, inauthentic, deficient or incomplete Personal Data that you provide to us.

5. Purposes of the Processing

Mitsui will only process Personal Data about you as part of its recruitment activities for the following purposes:

- To enable our staff to contact you to administer our application process such as progressing your application, arranging interviews and informing you of the outcome;
- To assess your suitability for a position you have applied for;
- To discuss your potential suitability for a position with us with the relevant hiring manager;
- To invite you to attend an interview or to complete assessments as part of the recruitment process;

- To enable us to verify your right to work and suitability for the position and to liaise and take such steps as necessary (where you are successful in your application);
- To take any further steps necessary to enter into a contract with you where we are extending an offer of employment to you;
- For compliance purposes, such as checking that you are eligible to work in the United Kingdom (where you are successful in your application);
- For security reasons where you are accessing our premises for interviews and assessments;
- So that we can make adjustments for you to attend interviews or assessments and participate in a recruitment process with us;
- For our own administrative or quality assurance purposes such as improving our databases or recruitment processes;

6. Legal basis for the processing of your Personal Data

We will only process your personal data, where we have a lawful basis to do so, such as:

- Where you have given us your explicit consent to processing (which you may withdraw at any time by contacting the data protection team on the details below);
- Where the processing is necessary to provide services under a contract with you or a third party;
- Where the processing is necessary to comply with our legal obligations; and/or
- Where the processing is necessary for our legitimate interests or those of any third party that receives your data.

7. Disclosure of your Personal Data to third parties

We will only disclose your Personal Data to third parties in the ways set out in this notice and in particular, to the following types of recipients:

- Any group company of Mitsui;
- Third parties who process your Personal Data on our behalf (such as parties who are involved in our background and identity checking and on-boarding process where we have offered you employment and send your details to them as part of the on-boarding process);
- Regulatory or government bodies, courts, tribunals law enforcement or other authorities where required under applicable law or regulations;
- Our professional advisors;

- To any buyer or prospective buyer in the event that we sell any part of our business or assets.

8. Transfer to Third Countries

In some cases, your Personal Data may be transferred and stored in countries outside of the European Economic Area ("EEA"), including to third countries who may not offer the same level of protection with respect to Personal Data as required within the EEA. In such cases, we will ensure that the transferred personal data is protected by the application of appropriate safeguards as required by law.

9. How long we will keep your personal data for

We strive to limit our Processing activities with respect to your Personal Data. Your Personal Data will, therefore, be retained only for as long as we need it to fulfil the purpose for which we have collected it and, if applicable, as long as required by statutory retention requirements.

To determine the appropriate retention period for Personal Data, we consider the amount, nature and sensitivity of the Personal Data, the potential risk of harm from unauthorised use or disclosure of your Personal Data, the purposes for which we process your Personal Data and whether we can achieve those purposes through other means, and the applicable legal requirements. In some circumstances Mitsui may anonymise your Personal Data so that it can no longer be associated with you, in which case we may use such information without further notice to you.

10. Your rights

In this section, we have set out information about your rights regarding our Processing of your Personal Data. Depending on the specifics of the case, you may be entitled to exercise some or all of the following rights. You may:

- Update, modify, request deletion or obtain a copy of the personal data that we hold about you;
- Restrict or stop us from using any of the personal data that we hold about you (including by withdrawing any consent you have previously given us for the processing of the data);
- Request rectification, erasure or restriction of processing of your Personal Data, e.g. because it is incomplete or inaccurate, it is no longer needed for the purposes for which it was collected, the consent on which the Processing was based has been withdrawn;

11. Contact details and complaints to the regulator

Please submit any questions, you have about this Group Recruitment Privacy Notice or any requests concerning your Personal Data by e-mail to

HR_Data_Protection_TeamEUAAJ@dg.mitsui.com

You are entitled to lodge a complaint with our data protection regulator if you consider that we have breached your data protection rights. Our data protection regulator is the Information Commissioner's Office, which can be contacted at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

12. Changes to this Privacy Notice

We may change or update parts of this Recruitment Privacy Notice in order to maintain our compliance with applicable law and regulation or following an update to our internal practices.

We will do this by updating this Notice on the careers webpage and any other recruitment platforms (such as LinkedIn). You will not necessarily be directly notified of such a change. Therefore, please ensure that you regularly check the site so you are fully aware of any changes or updates.

This Recruitment Privacy Notice was last updated on 28th May 2019.