

VEECO CANDIDATE PRIVACY POLICY

Last updated: June 2018

This Candidate Privacy Policy (this “Policy”) describes the types of personal information which Veeco Instruments Inc. and its affiliates (collectively, “Veeco”, “we,” “our” or “us”) may collect during our application, screening, and recruitment process, how we may use this information, with whom we may share this information, and how to access and update this information.

This Policy applies to the personal information about you that you or anyone else may provide (on your or Veeco's behalf) to Veeco during the application and recruitment process (“Candidate Data”), including through our website, jobs sites, vendors, and other recruitment platforms. Your use of the Veeco corporate site at www.veeco.com is governed by its privacy policy.

The controller of your Candidate Data is Veeco Instruments GmbH (“Veeco GmbH”), registered company number HRB 238239, having a principal place of business at Einsteinring 22, 85609 Aschheim/Dornach Munich, Germany (“Veeco”, “we” or “our”). Veeco strives to process any Candidate Data fairly, in good faith and in accordance with applicable laws, in particular, the EU General Data Protection Regulation (“GDPR”).

Types of Candidate Data We Collect

The types of Candidate Data that you share with us and/or that we may obtain from third parties, such as your former employers, references, employment screening agencies, recruiters and recruiting vendors, and recruiting and other websites, include:

- Name, address, email address, telephone number, and other contact information;
- Resume, CV, cover letter, previous work experience, professional licenses and certifications, job skills and qualifications, and education information;
- Compensation [expectations, willingness to relocate, and other job preferences];
- Reference information, employer feedback, and information received from background checks;
- Whether or not you have a disability for which the company needs to make reasonable accommodations during the recruiting process;
- Online questionnaire results and information from interviews; and
- Any additional information provided or revealed during the application and recruitment process (e.g., language preference).
- Information required to initiate employment, such as proof of eligibility to work in country (like a passport or visa), tax information, bank account information, benefits eligibility information and other information you provide for the purposes of starting employment or performing an employment contract.

Any information that you submit during the application and recruitment process must be true and not misleading and you must have the lawful right to provide it. If not, this may lead to rejection of your application or disciplinary action including termination of any subsequent employment. You are under no statutory or contractual obligation to provide Candidate Data to Veeco during the recruitment process; however, if you do not provide the information, we may not be able to process your application properly or at all.

Veeco does not request sensitive personal information during the recruitment process, such as nationality, citizenship, race, ethnic origin or health information, unless permitted or required by local law or regulation, such as for equal opportunity measures or tax purposes. To the extent

that the information you provide to Veeco contains or reveals sensitive personal information, you explicitly confirm to Veeco that you provide such information for assessment of your working capacity as employee. Veeco will handle such information in accordance with this Policy and relevant notices.

Use of Candidate Data

Veeco may collect, use, and otherwise process your Candidate Data for human resources and business management purposes, including: (i) to evaluate your skills and qualifications for Veeco positions; (ii) to communicate with you; (iii) to maintain appropriate record-keeping related to recruitment and hiring practices and processes; (iv) to analyze and improve recruitment hiring processes and outcomes; and (v) to verify your information and conduct reference and background checks, where permitted. Veeco also may collect, use and otherwise process your Candidate Data to comply with applicable laws, regulations, legal processes, or governmental requests.

Retention of Candidate Data

If you are hired, your Candidate Data may be transferred to an employee personnel file (electronic and paper based) and used and retained for as long as necessary in connection with your employment for human resources and business management purposes in accordance with applicable law and the Veeco Employee Privacy Notice available on the Veeco intranet.

If you are not hired, Veeco may retain and use your Candidate Data as necessary to comply with legal record retention requirements and to establish, exercise and defend our legal rights. Veeco may retain and use your Candidate Data for a further fixed period in accordance with our record retention protocols in order to consider you for other relevant job opportunities at Veeco. If you do not wish us to further retain your Candidate Data for this purpose, please contact the human resources office to which your Candidate Data was submitted or privacy@veeco.com to withdraw your consent. Please note, however, that some information may be retained as necessary to comply with our legal obligations and to protect our legal rights as above. At the end of that period, your data is deleted and destroyed.

Disclosure of Candidate Data

Veeco may share your Candidate Data internally and with service providers and other third parties that have been engaged to perform recruitment and employment-related services on behalf of Veeco. These third parties are required to use appropriate measures to protect the confidentiality and security of your Candidate Data.

Veeco may also be required to disclose certain Candidate Data to third parties as required by law or regulation (e.g., to tax and social security authorities) or in response to legal process or lawful requests by public authorities, including to meet national security or law enforcement requirements.

We will also share your Candidate Data with third parties if we have your consent, or (1) to detect, investigate and help prevent fraud, security, or technical issues; (2) to protect the rights, property, or safety of Veeco and our customers, applicants, candidates, employees, and others; and (3) as part of a corporate transaction, such as a transfer of assets or an acquisition by or merger with another company.

Security and Confidentiality

Veeco is committed to using appropriate technical and organizational measures designed to protect the security and confidentiality of your Candidate Data.

Updating Candidate Data

If you are registered on our jobs site or recruitment platform, you may directly access and review your Candidate Data and make updates upon login at any time. You may also make updates to or close your account by contacting recruiting@veeco.com.

Your Rights

You have the right under European and certain other data protection laws, as may be applicable, to request access to or correction or deletion of your Candidate Data, request that we restrict or cease using your Candidate Data, and request portability of your Candidate Data. If you wish to exercise any of these rights, please contact the human resources office to which your Candidate Data was submitted or privacy@veeco.com. We will respond to your request consistent with applicable laws. Please note, however, that certain personal data may be exempt from certain requests due to restrictions under applicable laws.

Transferring Candidate Data

Veeco is a global company with offices around the world. Your Candidate Data may be stored and processed in your region or another country where Veeco affiliates and its service providers may operate, including the United States of America. We take steps, including through contracts, intended to ensure that your Candidate Data continues to be protected wherever it is located in a manner consistent with the standards of protection required under applicable law.

Where your Candidate Data is transferred from the European Economic Area or Switzerland to a country that has not received an adequacy decision by the European Commission, we rely on appropriate safeguards, such as the European Commission-approved Standard Contractual Clauses and EU-U.S. and Swiss-U.S. Privacy Shield Frameworks, to transfer the data.

Grounds for Processing

We will collect and use the personal data you provide to process your application for employment and will comply with statutory obligations we have in relation to your application. Your personal data will be used and disclosed only for the legitimate business purposes of administering and evaluating your application and completing the on-boarding and new hire process, should you be offered and accept a position with Veeco. When we collect from you any Candidate Data within the scope of European data protection laws, we do so:

- for the purpose of assessing your suitability and qualifications with a view to Veeco potentially making you an offer of employment;
- where necessary for purposes of entering into a contract with you, should employment be offered;
- where necessary for our compliance with employment law or other legal obligations such as accounting and tax requirements;
- where applicable, with your consent; and/or
- as necessary to carry out the application and recruitment process, protect the security of our systems and candidates, detect or prevent fraud, enable candidates to comply with legal obligations, or fulfill our other legitimate interests as described above, except where our interests are overridden by your privacy rights.

Where we rely on your consent to process Candidate Data, you have the right to withdraw your

consent at any time without affecting the lawfulness of processing based on consent before its withdrawal, and where we rely on legitimate interests, you may have the right to object to that processing.

Changes to this Policy

We will update this Policy from time to time. We will post the revised Policy with an updated revision date on the Veeco corporate site and link to it from the Careers section of our website and recruitment platform. If we make any material changes, we will provide notice through these sites or by other means.

Contact

If you have any questions, comments, complaints, or requests regarding this Policy or our processing of your information, please contact: Privacy Manager, Veeco Instruments Inc., 1 Terminal Drive, Plainview, NY, 11803, USA, privacy@veeco.com. You may also lodge a complaint with the data protection authority in the applicable jurisdiction.