

Effective Date: August 14, 2014

Estée Lauder Companies' Global Jobs Website Privacy Policy

The Estée Lauder Companies (“we, us, or our”) respects your concerns about privacy and value the relationship we have with you. This Privacy Policy describes the types of personal information we collect about you, how we use the information, with whom we share it, and the choices available to you regarding our use of the information. We also describe the measures we take to protect the security of the information and how you can contact us about our privacy practices.

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Information We Collect

When you visit this site, in addition to any information you may provide as described below, we also collect certain information by automated means, using technologies such as cookies, web server logs and web beacons.

Information You Provide

You may choose to provide personal information to us in a number of ways, such as submitting contact information forms. The types of personal information you may provide to us include:

- Contact information (such as name, postal address, email address, and mobile or other phone number)
- Your CV or resume

- Contact information for friends or other people you would like us to contact
- Content you provide (such as photographs, articles and comments)

How We Use The Information

We may use the information you provide to:

- Recruit and staff
- Respond to your inquiries
- Operate, evaluate and improve our business (including developing new services; managing our communications; analyzing our services; performing data analytics; and performing accounting, auditing and other internal functions)
- Comply with applicable legal requirements, relevant industry standards and our policies

We also may use the information in other ways for which we provide specific notice at the time of collection.

Information We Collect by Automated Means

When you visit this site, we collect certain information by automated means, using technologies such as browser cookies, web server logs and web beacons.

Technologies We Use

Cookies, Web Server Logs and Web Beacons

Cookies are small text files that websites send to your computer or other Internet-connected device to uniquely identify your browser or to store information or settings in your browser. Your browser may tell you how to be notified when you receive certain types of cookies and how to restrict or disable certain cookies. Please note, however, that without cookies you may not be able to use all of the features of our website.

In conjunction with obtaining information through cookies, our web servers may log details such as your operating system type, browser type, domain, and other system settings, as well as the language your system uses and the country and time zone in which your device is located. The web server logs also may record information such as the address of the web page that linked you to our site and the IP address of the device you use to connect to the Internet.

To control which web servers collect this information, we may place tags on our web pages called “web beacons.” These are computer instructions that link web pages to particular web servers and their cookies.

Third Party Web Analytics Services

We may use third party web analytics services on this site, such as those of AT Analytics and Google Analytics. The service providers that administer these services use technologies such as cookies, web server logs and web beacons to help us analyze how visitors use the site. The information collected through these means (including IP address) is disclosed to these service providers, who use the information to evaluate use of the website.

Any person may deactivate the ability of AT Analytics to analyze your browsing activities on this site by clicking [here](#). To disable the Google Analytics cookie, some browsers indicate when a cookie is being sent and allow you to decline cookies on a case-by-case basis.

How We Use the Information Collected by Automated Means

We may use the information collected through automated means on this site for market research, data analytics and system administration purposes, such as to determine whether you've visited us before or are new to the site, and for compliance with our legal obligations, policies and procedures, including compliance with relevant industry standards and the enforcement of our [Terms and Conditions](#). We also may use the information in other ways for which specific notice is provided at the time of collection.

Information We Share

We do not sell or otherwise disclose personal information we collect about you, except as described here. We may share your personal information with:

- Our affiliates for the purposes described in this Privacy Policy.
- Service providers who perform services on our behalf based on our instructions. We do not authorize these service providers to use or disclose the information except as necessary to perform services on our behalf or comply with legal requirements. Examples of these service providers include entities that provide recruiting services and analytics.
- Other third parties with your consent.

In addition, we may disclose information about you (i) if we are required to do so by law or legal process, (ii) to law enforcement authorities or other government officials, or (iii) when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss, or in connection with an investigation of suspected or actual fraudulent or illegal activity.

We also reserve the right to transfer personal information we have about you in the event we sell or transfer all or a portion of our business or assets. Should such a sale or transfer occur, we will use reasonable efforts to direct the transferee to use personal information you have provided to us in a manner that is consistent with our Privacy Policy. Following such a sale or transfer, you may contact the entity to which we transferred your personal information with any inquiries concerning the processing of that information.

Your Rights and Choices

We offer you certain choices in connection with the personal information we collect from you, such as how we use the information and how we communicate with you. To update your preferences, ask us to remove your information from our mailing lists or submit a request, please contact us as specified below.

- **Withdrawing Consent**

You may withdraw any consent you previously provided to us, or object at any time on legitimate grounds, to the processing of your personal information. We will apply your preferences going forward. In some circumstances, withdrawing your consent to our use or disclosure of your personal information will mean that you cannot take advantage of some of our products or services.

- **Reviewing, Updating and Modifying Personal Information**

Subject to applicable law, you may have the right to request access to and receive details about the personal information we maintain about you, update and correct inaccuracies in your personal data, and have the information blocked or deleted, as appropriate. The right to access personal information may be limited in some circumstances by local law requirements. You may request to review, change or delete your personal information by sending an email to consumercare-us@gcc.elc.estee.com.

Children's Privacy

If you are under the age of majority, you may browse our site. However, if you are under the age of majority or as otherwise prohibited by applicable local laws, you may not provide personal information to us. This site is not directed to children under the age of majority and we do not knowingly collect personal information from children under the age of majority, or as otherwise prohibited by applicable local laws, on the site. If we become aware that we have inadvertently received personal information from an underage visitor on the site, we will delete the information from our records.

Data Transfers

We may transfer the personal information we collect about you to countries other than the country in which the information was originally collected. For recruitment and staffing purposes, your personal information may be disclosed to The Estée Lauder Companies Inc. and its subsidiaries and affiliates worldwide, as well as any of their subcontractors/processors in relation to such activities, either within or outside of your country of origin and/or the European Economic Area. Those countries may not have the same data protection laws as the country in which you initially provided the information. When we transfer your information to other countries, we will protect that information as described in this Privacy Policy.

How We Protect Personal Information

We maintain appropriate administrative, technical and physical safeguards designed to protect the personal information you provide against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use.

Links To Other Websites

Our website may provide links to other websites for your convenience and information. These websites may operate independently from us. Linked sites may have their own privacy notices or policies, which we strongly suggest you review if you visit any linked websites. To the extent any linked websites you visit are not owned or controlled by us, we are not responsible for the sites' content, any use of the sites, or the privacy practices of the sites.

Updates To Our Privacy Policy

This Privacy Policy may be updated periodically and without prior notice to you to reflect changes in our personal information practices. We will post a prominent notice on our website to notify you of any significant changes to our Privacy Policy and indicate at the top of the Policy when it was most recently updated.

How To Contact Us

If you have any questions or comments about this Privacy Policy, or if you would like us to update information we have about you or your preferences, please contact us by email at consumercare-us@gcc.elc.estee.com. You also may write to:

The Estée Lauder Companies Inc.

Global Consumer Communications

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