

Information on the processing of your personal data during the application procedure

We are delighted that you have applied for a job at MANN+HUMMEL. Transparency is a key foundation for fruitful cooperation, since it allows you to be confident that we are handling your personal data with care. This document provides information on how we process your data and how you can exercise the rights available to you under the General Data Protection Regulation. The following is an overview of how your personal data are collected and processed in connection with the application procedure.

1. Who is responsible for processing the data?

The data controller is:

The company within the MANN+HUMMEL Group to which you have applied.

2. What are the contact details for the data protection officer?

Our Corporate Data Protection Officer can be contacted as follows:

Corporate Data Protection Officer

Schwieberdinger Straße 126, 71636 Ludwigsburg, Germany

data.protection@mann-hummel.com

Our External Data Protection Officer can be contacted as follows:

External Data Protection Officer

Nikolausstraße 111, 65343 Eltville am Rhein, Germany

privacy@microdyn-nadir.com

3. Which personal data do we use?

We process your personal data in cases where such processing is necessary to complete the application procedure. This includes the following categories of data:

Standard data:

- basic details (first name, last name, address, role)
- qualifications (covering letter, CV, previous roles, professional qualifications etc.)
- (work) references and certificates (performance and appraisals etc.)

Any specific data required in connection with the role to be filled will be requested separately by the company to which you have applied:

- lice record of good conduct
- credit check
- outcome of aptitude test
- outcome of medical fitness examination (suitable, not suitable, suitable on a conditional/limited basis)

Other data, like career-related data which has been made publicly available:

- for example profiles on career-focused social media networks
- information supplied voluntarily, e.g. photographs enclosed with the application, proof of severe disability or other information supplied voluntarily with your application

4. From which sources are the data obtained?

The personal data we process are obtained from you within the framework of the application procedure.

We obtain personal data from the following:

- Other Group companies
- recruitment agencies
- publicly available sources, e.g. career-focused social media networks

5. To which purposes do we process your data, and what is legal basis for the processing?

We process your personal data in compliance with various pieces of legislation, in particular the General Data Protection Regulation (GDPR), the Federal Data Protection Act [Bundesdatenschutzgesetz, BDSG] and all other applicable laws.

5.1 Data processing for the purposes of the application procedure (Section 26(1) of the Federal Data Protection Act)

Applicants' personal data may be processed for the purposes of the application procedure in the event that such processing is necessary for us to decide whether an employment relationship should be established.

A number of factors, including the role to be filled, determine whether data need to be collected and the scope of the relevant data. It may be necessary to collect more extensive data if the role for which you are applying gives you access to particularly confidential information or requires you to assume enhanced responsibility for HR-related and/or financial matters, or if it is subject to certain physical and health constraints. For data protection purposes, such data will only be processed after you have been selected as the successful applicant and immediately before you are appointed to your role.

5.2 Data processing on the basis of consent you have granted (Article 6(1)(a) GDPR, Section 26(2) of the Federal Data Protection Act)

If you have voluntarily given consent to the collection, processing or transfer of certain personal data, this consent serves as a legal basis for the processing of these data.

We process your personal data on the basis of consent you have granted in the following cases:

- inclusion in the pool of applicants, i.e. we store the application documents for the current application procedure and include them in later application procedures
- transfer of the application to Group companies

5.3 For the purpose of legitimate interests pursued by the controller (Article 6(1)(f) GDPR)

In certain cases, we process your data to protect a legitimate interest held either by us or by third parties:

- to defend legal claims in proceedings under the General Equal Treatment Act [Allgemeines Gleichbehandlungsgesetz, AGG]. In the event of a legal dispute, we have a legitimate interest in processing the data for evidentiary purposes.

- checks against EU terrorist lists pursuant to Regulations (EC) No 2580/2001 and 881/2002: As a company, we are obliged under EU law to cooperate actively in the fight against terrorism. Funds may not be made available to individuals and organisations included on the terrorist lists (prohibition on the supply of funds). We are therefore obliged to check that names do not appear on the terrorist lists.

6. Where do we send your data?

The main parties involved in processing your data are our HR department and the head of department responsible for filling the relevant role. In some cases, however, other internal and external bodies may be involved in processing your data.

Internal bodies:

- HR department
- heads of department
- Works Council

Companies within the Group:

- Other Group companies

External service providers:

- providers of applicant management systems
- providers of IT services (e.g. maintenance or hosting services)
- providers of file and data deletion services

If you have any further questions on the individual recipients, please contact us at: privacy@microdyn-nadir.com or data.protection@mann-hummel.com.

7. Are your data transferred to countries outside the European Union (third countries)?

Countries outside the European Union (and the European Economic Area (EEA)) may take a different approach to protecting personal data than countries within the European Union. Some of the service providers we use to process your data are located in third countries outside the European Union. The EU Commission has not yet issued a decision stating that, as a general rule, these third countries offer an appropriate level of protection.

We have therefore taken special measures to ensure that your data will be processed just as securely in these third countries as they are within the European Union. Our agreements with service providers in third countries include the standard data protection clauses laid down by the EU Commission. These clauses provide adequate guarantees for the protection of your data when it is processed by service providers in third countries.

If you wish to inspect the existing guarantees, you can contact us at privacy@microdyn-nadir.com or data.protection@mann-hummel.com.

8. How long are your data stored?

We store your personal data for the length of time necessary to take a decision on your application. If an employment relationship is not established, we may continue to store data where such storage is necessary to defend potential legal claims. Your data will be routinely erased within six months of the date on which the application procedure ends.

In the event that an employment relationship is established and you have granted consent to the continued storage of your data, we will store your data until you withdraw your consent or for a maximum of three additional years. If specific grounds exist for doing so, we may also store your data for a longer period for the purpose of defending any legal claims.

9. Which right do you have in connection with the processing of your data?

Every data subject has a right of access pursuant to Article 15 GDPR, a right to rectification pursuant to Article 16 GDPR, a right to erasure pursuant to Article 17 GDPR, a right to restriction of processing pursuant to Article 18 GDPR, a right to object pursuant to Article 21 GDPR and a right to data portability pursuant to Article 20 GDPR. The restrictions pursuant to Sections 34 and 35 of the Federal Data Protection Act apply to the right of access and the right to erasure.

9.1 Right to object

What rights do you have if data are processed on the basis of a legitimate or public interest?

Pursuant to Article 21(1) GDPR, you have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Article 6(1)(e) GDPR (processing of data in the public interest) or Article 6(1)(f) GDPR (processing of data to protect a legitimate interest), including profiling based on those provisions.

In the event that you lodge an objection, we will stop processing your personal data unless we can provide compelling legitimate reasons for doing so which outweigh your interests, rights and freedoms, or unless the data are processed for the purpose of establishing, exercising or defending legal claims.

9.2 Withdrawal of consent

You may withdraw your consent to the processing of personal data at any time. Please note that the withdrawal will not have retroactive effect.

9.3 Right of access

You can ask us to tell you whether we have stored personal data about you. If you submit a request of this kind, we will tell you the data we hold, the purposes for which the data are processed, the parties to which the data are disclosed, the storage periods for the data and any additional rights you have in connection with the data.

9.4 Additional rights

You also have the right to rectify incorrect data or request the erasure of your data. If there is no reason to continue storing the data, we will erase the data; otherwise, we will restrict the processing of the data. You can also ask us to make available, either to you or to another person or to a company of your choice, all the personal data you have provided to us, in a structured, commonly used and machine-readable format.

You are also entitled to lodge a complaint with the competent data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 of the Federal Data Protection Act).

9.5 Exercising your rights

If you wish to exercise your rights, you can contact the data controller or the Corporate Data Protection Officer using the contact details provided, or the HR department. We will handle your enquiries promptly and in line with the statutory provisions, and notify you of the action we have taken.

10. Are you obliged to provide personal data?

There is no legal or contractual requirement to provide personal data, and you are not obliged to do so. Personal data are however required for completion of the application procedure. If you choose not to provide us with personal data when applying for a role, it will not be possible for us to complete the application procedure.

11. Changes to this information

In the event of significant changes to the purpose for which your personal data are processed or the type and manner of processing, we will promptly update this information and notify you of the changes.