

## Recruiting Data Protection Information for Employees

### Why is this information being issued?

We are highly committed to protecting your personal data, such as your name, personnel number and other information concerning you. Transparency in data processing is a core principle of the European General Data Protection Regulation (GDPR). Within the GDPR's scope of application, your data is processed during the filling of vacancies in compliance with the GDPR's stipulations and, if applicable, any other legal provisions on data protection. Processing includes the collection, storage, use, alteration and erasure of personal data.

### Who is responsible for processing personal data?

- Deutsche Post AG provides you and the DPDHL Group companies with a central platform for presenting job offers worldwide, with the following functionalities:
  - Job Alerts
  - Your Registration
  - Your Application
  - Global visibility

Responsibility for the platform under data protection law lies with Deutsche Post AG.

- The Group company specified in the job advertisement is responsible for the job in question and processing of data in connection with an application for it.

### Whom can I contact if I have questions on data protection?

- If the question is about the platform's functionalities, you can contact Deutsche Post AG's Data Protection Officer. You can reach her at [datenschutz@dpdhl.com](mailto:datenschutz@dpdhl.com). If you believe that your data protection rights are not being safeguarded adequately, you can lodge a complaint with the data protection supervisory authority responsible for Deutsche Post AG (Commissioner for the Protection of Data and Freedom of Information of the State of North Rhine-Westphalia, Kavalleriestr. 2-4, 40213 Düsseldorf or, if you are a civil servant, the Federal Commissioner for Data Protection and Freedom of Information, Husarenstrasse 30, 53117 Bonn).
- If your question relates to processing of your data in connection with a specific job advertisement, please contact the Data Protection Official of the respective Group company advertising the job (if a data protection official is required at that company). You can find the contact data (if there is a data protection official at the company in question)

in the list "**Group companies**". It also contains details on which data protection supervisory authority is responsible for the respective Group company.

### **For what purpose is your data used?**

Your data is used in the context of filling vacancies. Apart from contacting you and deciding on who is to fill the post, that also includes the following activities in particular

- **Job Alerts**

If you enable the "Job Alerts" function, your e-mail address is used to notify you about the latest job offers matching your search criteria (category, location) at our Group companies.

- **Your Registration**

The digitized application process requires you to register on the platform. Your name, your e-mail address and, if applicable, the photo you posted for "Your Profile" in "my Talent World" are stored as part of that. If you have already created a profile in "my Talent World" and so are authorized to use it, you can accept the information set for you by default and/or replace or supplement it with your private contact data. Your password for the platform is likewise stored there.

- **Your Application**

Your application at a Group company is handled there by employees responsible for the application process, or by the employees of another Deutsche Post DHL Group company who have been tasked with to do so.

- **Global Visibility**

If you wish your résumé to be seen worldwide by employees of Deutsche Post DHL Group who are responsible for filling vacancies so that they can send you a job offer that might be of interest to you, please check the query: "Consider me for other positions and allow my information to be searchable."

### **What data might be collected?**

- Data for registering on the platform: E-mail address and password
- Contact data (address, phone number, e-mail address, etc.) and other master data
- Application data, such as a covering letter, résumé, letters of reference, letters of recommendation and, if applicable, what else you provide and disclose in job interviews

- Application photo
- If applicable pursuant to national regulations: nationality, work permit, data on medical fitness for the job
- Previous convictions, where necessary in connection with the advertised work, e.g. for drivers
- If necessary, bank account details for reimbursement of travel expenses
- If applicable – in accordance with the operator’s respective terms of use – data you have provided about yourself on publicly accessible networks or platforms with a professional focus.

#### **How is your data collected?**

- If you are a user of “my Talent World”, your business e-mail address, your name and, if applicable, a profile photo you have posted for registering on the platform are provided by your employer to set up your initial profile. You can accept this data or replace it with other data.
- Apart from that, you yourself store your data (résumé, letters of reference, motivation letter, etc.) when you create your profile and apply for an advertised post, enclosing your application documents.
- If you have provided your data on publicly accessible networks or platforms with a professional focus, it is processed in accordance with the operator’s respective terms of use.

#### **What data is needed from you?**

So that your application can be examined and has a prospect of success, a detailed, meaningful application is required. Apart from your master and contact data that always includes information that confirms your suitability for the post that has been advertised or you envisage (application data). Unless there is, by way of exception, a statutory obligation for certain requirements to be met (e.g. a medical certificate in accordance with the applicable legislation or security clearance, you decide yourself what data you provide us with. If you provide us with data that is not mandatory, you do so voluntarily.

If you wish to claim special rights in the application process, for example as a disabled person, we ask you to state that in line with applicable legislation.

### **What is the legal basis for processing your data?**

- Your application and the personal data you provide to the necessary extent are processed for the purpose of deciding whether to establish a (new) employment relationship with you. The legal basis for that is Article 6(1) letter b) GDPR (performance of steps prior to entering into a contract).
- If the Group company you apply to is obliged to conduct security clearance and/or other similar checks (such as screening against the sanctions lists of the European Union) before an employment relationship is established, the legal basis for that is Article 6(1) letter c) GDPR (compliance with a legal obligation).
- If you select the option “Global visibility” for your résumé and/or submit documents, such as photos, that are not absolutely necessary for your application, the basis for processing them is your consent in accordance with Article 6(1) letter a) GDPR.
- Depending on the specific circumstances of the application process, national statutory provisions may also apply.

### **Who can access your data?**

In the Group-wide vacancy filling process, your data may be accessed not only by the respective supervisor and HR department of the Group company advertising the job, but also by HR/technical service providers (data processors) from other Group companies and from external companies. Such data processors are obliged to comply with the applicable requirements under data protection law.

Your data will always only be made available to authorized persons. A Works Council may have access to your data in the context of upholding its statutory rights to participate in the filling of posts.

### **What is the procedure for transferring your data to countries not covered by the GDPR?**

If you apply for a post outside the European Economic Area (EEA) and/or make your data available to Group companies outside the EEA, your data is processed in compliance with Deutsche Post DHL Group’s Data Privacy Policy. It ensures that our Group companies worldwide process personal data in accordance with standards that ensure an adequate level of data protection as required under European data protection law. Our DPDHL Data Privacy Policy has been approved as Binding Corporate Rules (BCRs) by the European data protection supervisory authorities. You can find a summary of its contents at <http://www.dpdhl.com/content/dam/dpdhl/homepage/dpdhl-konzerndatenschutzrichtlinie-zusammenfassung.pdf> or in your HR department.

If an external company outside the European Economic Area acts as a (technical) service provider, contractual agreements ensure that European data protection standards are observed.

#### **How long is your data stored for?**

- Your data processed as part of a specific application is erased after the application process has been completed and upon expiry of statutory periods of time for which the data can be legitimately retained. That depends to a major extent on the statutory provisions applicable to the Group company advertising the job. In many European countries, this period of time is assumed to be six to twelve months.
- If you select the “Global visibility” function and so wish your résumé to be available worldwide to Group employees who are responsible for filling vacancies, the résumé is stored until you disable the function or delete your private profile on the platform or the profile is deleted after the period of use expires.
- If you are hired by a Group company, your application is added to your personnel file there and stored in compliance with the regulations applicable to that company.

#### **How is a decision on your application reached?**

In general, applications are examined personally by the employees responsible for advertising jobs at the HR department. If, by way of exception and within the permissible scope, an automated decision is taken or automated processing, assessment and prediction relating to specific aspects of your person (profiling) are carried out, the Group company you apply to will inform you of your right to be heard and right to object in this regard.

#### **What rights do you have?**

In accordance with the provisions of the GDPR, you have the right to

- obtain information on the data stored about you,
- demand rectification of incorrect data stored about you,
- demand erasure of data about you that is not allowed to be stored any longer,
- obtain, if applicable, a copy of the data stored about you (if applicable in electronic form),
- withdraw your consent to the use of your data.

### **How can you assert your rights?**

You can find out how to assert your rights yourself [here](#). You can also get in touch with the person who has been defined as the contact for a specific job advertisement as part of the application process.

### **Amendments to this information**

This information dates from May 2018. Please note that we reserve the right to amend this notice if and when necessary.