

## Information regarding the processing of your personal data in the Recruitment context

### 1. Why do you receive this information?

The protection of your personal data is very important to us. The transparency of data processing is a key principle of the European General Data Protection Regulation (GDPR), to be applied starting May 25, 2018. Your data are processed by us in the recruitment context in compliance with the stipulations of the GDPR and further data protection legislation. Such processing comprises the collection, storage, usage, alteration and deletion of data, amongst other steps.

### 2. Who is responsible for your data (Name and Address of the competent Group Company)?

You will find this information in the respective job posting.

### 3. Who is your competent contact person?

You will find this information in the respective job posting.

### 4. Who is the Data Protection Officer?

You can find this information in the Legal Entities (“Konzerngesellschaften“) list in the column ‘Data Protection Responsible’ (“Betriebliche/r Datenschutzbeauftragte/r“) for each legal entity

### 5. Who is the competent Data Protection Supervisory Authority?

You can find this information in the Legal Entities (“Konzerngesellschaften“) list in the column ‘Data Protection Authority’ (“Aufsichtsbehörde“) for each legal entity

### 6. For what purposes do we use your data?

Your data is solely processed to facilitate contact with you and for the selection process regarding the staffing of vacancies within the companies of Deutsche Post DHL Group.

#### a. Unsolicited application

As far as you submit an application to us without reference to a specific open position, we shall operate on the presumption that all Group Companies with the potential to have a suitable opening will be allowed to review your data and to offer you adequate open positions. Your data are therefore stored in an IT system used by the individual Group Companies to look for suitable candidates for current or upcoming vacancies. You can withdraw your unsolicited application at any time. Please inform us adequately.

**b. Internal sharing within the Group of a specific application**

If you apply for a specific open position at one Group Company, we will only transfer your data to other Group Companies based on your explicit consent. The data will then also be used to decide about the staffing of vacancies in other Group Companies. You can withdraw your consent at any time or restrict the transfer.

**c. Data screening against terrorism**

Since we are legally obliged to ensure that we do not provide financial support to recipients sanctioned by the EU Anti-Terror Regulation, we shall also screen the master data of applicants against the current set of relevant lists. Providing us your application you declare consent to this processing.

**d. Security when applying online**

If one of our recruitment platforms requires your registration, your login data will only be used to secure the recruitment platform and your data. Further information about the processing of your personal data you will find on the respective platform.

**e. 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.

**7. How do we collect your data?**

In general, we receive your data directly from you. You provide and store your data in our recruitment platform yourself. There you will find further information about the processing of your personal data. If you send an application to us via another channel, we shall generally store your data in this system. If you have provided information regarding yourself in publicly accessible career networks or platforms, we may process those data in compliance with the respective operator’s terms and conditions. Insofar as we work with recruitment agencies, we presume that any such agency is transferring us your data with your approval/consent. In all cases, the data comes directly from you (direct collection).

**8. Which data do we collect about you?**

- Where applicable, access data for the recruitment platform: user name and password
- Master data (last name, first name, date of birth)
- Contact information (address, telephone number, e-mail address etc.)
- Where applicable, citizenship, work permit, information regarding appropriate health
- status

- Application data such as CVs, cover letters, educational transcripts, letters of recommendation and anything else that you choose to provide us, including through job interviews
- Application photograph
- Previous convictions, as far as relevant for the occupation (e.g. such as vehicle drivers)
- Bank account data in the event that travel costs are to be reimbursed
- In compliance with the respective terms and conditions of the operator, information that you have made available on publicly accessible online networks or platforms related to professional advancement

#### **9. Which data do you have to provide?**

To review your application, we always need your master data and contact information as well as any personal data that will indicate your suitability for a specific position (application data). In other than exceptional cases where a specific legal obligation is in place (examples: medical certificate according Jugendarbeitsschutzgesetz for Germany, flight-readiness of pilots based upon the rules of the European Aviation Safety Agency), you decide which data you provide to us. If you wish to claim special rights for the severely disabled as part of your application process, you may indicate your severe disability within your application letter.

#### **10. What is the legal basis for our processing of your data?**

Your data are processed for the decision about establishing an employment relationship with you. The respective legal bases are: article 6, paragraph 1(b) (potential of entering into a contract, recruitment); 1(c) (our compliance with legal obligations); and 1(a) (your consent) of the EU General Data Protection Regulation (EU-GDPR). The applicable data protection legislation allows us in specific cases to process data based on legitimate interests. If we base processing on legitimate interests we will inform you about this circumstance and your right to object. Further legal bases can be found in article 88 of the General Data Protection Regulation (GDPR) in relation with § 26 of the German Data Protection Act.

#### **11. Who has access to your data?**

Your data will in every case only be made available to authorized employees and persons. In the event that your data being transferred within the Group, conditions from 6a and 6b will apply. In addition, group-wide processes for filling open positions can stipulate that besides the relevant manager and HR department of the Group Company advertising the open position, HR and technical service providers, both from other DPDHL Group Companies and external companies may have access to your data. Where appropriate the competent Works Council and the Representative Body for the Severe Disabled Employees may also use your data to fulfil their rights of co-determination. Group-wide processes, e.g. in the context of outsourced IT may stipulate that employees of further Group companies have authorized access to your data.

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

If you apply for a position outside the European Union, or if you consent for your data to be added to the applicant pool, Group Companies in so-called “third countries” will have access to your data. If personal data

are transferred to Group Companies in so-called “third countries”, this will be done in accordance with the Deutsche Post DHL Group Data Privacy Policy. This safeguards that our Group Companies world-wide process personal data according to standards that meet the adequate data protection level required by the EU data protection legislation. Our Deutsche Post DHL Group Data Privacy Policy has been approved by the European Supervisory Authorities as a set of Binding Corporate Rules (BCR). A summary of the content can be obtained under [https://www.dpdhl.com/content/dam/dpdhl/en/media-center/responsibility/summary\\_dpdhl\\_privacypolicy.pdf](https://www.dpdhl.com/content/dam/dpdhl/en/media-center/responsibility/summary_dpdhl_privacypolicy.pdf) or via the competent HR department.

Where another Group Company or an external company acts as (technical) service provider, this is secured by contractual agreements and the commitment to comply with European data protection standards. We do not transfer data to international organizations.

### **13. How long will your data be retained?**

We will store your data until either you withdraw your unsolicited application or in relation to the application for a specific position you withdraw consent to be added to the applicant pool. When the application process is completed without hiring you we will store your data for six additional months unless you have given your explicit consent allowing us to retain data for the purpose of future employment opportunities. When you are hired we will take over your application data into your personal file.

### **14. What applies in case of automated decision making?**

As far as it is permitted to make a decision by automated means or to conduct automated processing, assessment and prediction of certain aspects of your person (profiling), and this is introduced in your Group Company, we will inform you about your right to be heard and to object to it.

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

According to the applicable legal regulations you have the right to

- request access regarding your data that we have stored,
- request rectification of inaccurate data that we have stored about you,
- request erasure of data about you that we are no longer allowed to store,
- be heard in case of automated decision making and to object to it,
- object to processing of your personal data based on legitimate interests,
- withdraw your consent given,
- receive a copy of your stored data (potentially in electronic form).

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

To assert your rights, please use our recruitment platform or turn to your contact person in the recruitment process.

In the event of rectification or erasure, we shall also inform the recipient of your data about

the action.

The competent Data Protection Officer/Data Protection Coordinator/Data Protection Contact is also available to answer any questions you might have.

If you come to the conclusion that your rights are not being observed sufficiently, you can also lodge a complaint with the competent national Data Protection Supervisory Authority.

**17. Usage of Cookies**

In addition to the information which is available for you on the DHL, Deutsche Post and Deutsche Post DHL Group corporate websites, we would like to inform you about the usage of cookies on Job Watch and Job World. A cookie is a very small text document, which often includes an anonymous unique identifier and additional information necessary to support the sites intended functionality. We employ the use of “session” cookies. A session cookie is temporary and disappears after you close your browser. When you visit this website it will then send a session cookie to your browser if your browser’s preferences allow it, but (to protect your privacy) your browser only permits our website to access the cookies it has already sent to you and not the cookies sent to you by other websites. Except as otherwise set forth herein, all of our cookies are necessary for the provision of our services. We do not employ any third-party advertising cookies on this website. Most web browsers can be adjusted to inform you when a cookie has been sent to you and provide you with the opportunity to refuse that cookie. However, refusing a cookie may, in some cases, preclude you from using, or negatively impact, the display or function of, this website or certain areas or features of our website. The following is a list of the cookies we use and their functionality:

Cookie	Name	Weitere Informationen
Apply URL Cookie	Apstr utmzSource	<ul style="list-style-type: none"> <li>Used for the job apply URL ending which consists of querystrings related to tracking.</li> <li>Custom source tracking for Apply URLs. The custom source is the referring url, e.g. Google, Yahoo, or TalentBrew.</li> </ul>
Viewed Jobs Cookie	viewedJobs savedViewedJobs	<ul style="list-style-type: none"> <li>Contains job and client id of what job a user viewed or marked as ‘saved’. This is used on Job Watch and Job World for the Recently Viewed Jobs Module.</li> </ul>
Search Form Cookie	searchFormCookie	<ul style="list-style-type: none"> <li>Used for storing users’ last location they have selected to search for jobs.</li> </ul>
Analytics Cookies	c-c-n (Session-based)	<ul style="list-style-type: none"> <li>Session-based</li> <li>Provides our 24x7 global performance monitoring system with regional statistics to ensure our</li> <li>pages load quickly and consistently.</li> <li>Contains the name of the portal logged into and the numeric</li> </ul>

		system identifier of the logged in user. Does not contain any Personal Information.
Functional Cookies	ASP.NET_SessionId	<ul style="list-style-type: none"> <li>▪ Session-based</li> <li>▪ This is a default cookie that is required for ASP based pages to load. Without this cookie, our</li> <li>▪ website will not function.</li> <li>▪ Contains the unique session identifier. Does not contain any Personal Information</li> </ul>
Functional Cookies	c-s	<ul style="list-style-type: none"> <li>▪ Session-based</li> <li>▪ Required to support content file encryption and Java applets.</li> <li>▪ Contains the IP address of incoming machine and the name of the portal logged into</li> </ul>
Functional Cookies	CYBERU	<ul style="list-style-type: none"> <li>▪ Session-based</li> <li>▪ Used to support session timeout due to inactivity.</li> <li>▪ Contains the unique session key and the URL.</li> </ul>
Functional Cookies	CYBERU_lastculture	<ul style="list-style-type: none"> <li>▪ Session-based</li> <li>▪ Used to ensure our login and maintenance pages load in the local language of origin.</li> <li>▪ Contains the Region (ex. U.S.) of the incoming machine.</li> </ul>
Functional Cookies	CyberUErrorMessage	<ul style="list-style-type: none"> <li>▪ Session-based or persistent depending on back-end configuration setting</li> <li>▪ Carries over error message from the originating page to the actual page that displays the error.</li> <li>▪ Contains error message GUID. Does not contain any Personal Information.</li> </ul>
Functional Cookies	QS_COOKIE_ENC	<ul style="list-style-type: none"> <li>▪ Session-based</li> <li>▪ Required for query string encryption when the user is logged out of their session so that the user's returnUrl link can navigate back to the same page and be successfully decoded.</li> <li>▪ Contains first eight characters of the session ID. Does not contain any Personal Information.</li> </ul>

**18. Amendments to this information**

In case of amendments to this information, we will provide a new version under <https://www.dpdhl.jobs/> or via your contact person.