

## Deutsche Post DHL Group - Recruiting Terms of Service

Job Watch (for Group employees) and Job World (for external candidates) are Deutsche Post DHL Group's global online job application systems, and are part of the Group's global talent management system, my Talent World.

The protection of personal data is of great importance to Deutsche Post DHL Group and is more than just a legal obligation. We are committed to respecting your privacy and protecting your personal information, and comply with all legal data protection requirements when handling your application.

The following information describes how you can use Job Watch and Job World, and how your personal data is used within the system in the recruiting process:

With Job Watch and Job World, you can:

- Apply for vacant jobs
- Set up a personal profile to apply for jobs and see the status of your applications
- Make your personal profile globally visible if you wish to be considered by DPDHL Group HR teams for other jobs that might be a good fit for you.

### 1. Your Personal Profile

#### External Candidates

As an external candidate, you can create and log into your personal profile in the system [using an email address and a password](#). Your profile contains your name and email address, contact information, profile settings as well as details of complete and incomplete applications that you have submitted.

You can update your personal profile details and settings at any time. If you are no longer interested in applying to DPDHL Group jobs, you can delete your profile at any time by editing your profile and selecting the option to deactivate and anonymize your profile. Please note that doing so means that you are withdrawing from any on-going application processes.

If your application was unsuccessful and you have not logged into the system for more than 24 months (36 months if the profile has used to apply to US jobs), your profile will be automatically deleted. You can always create a new profile at any time and submit further applications. If your application is successful and you become a member of the DPDHL Group, personal data from your profile could be used to create your employee record.

#### DPDHL Group Employees

As a DPDHL Group employee, you have two options for your personal profile:

- **Business Profile:** Use your business email address to access your profile. This is the same profile that is already centrally provided for you to access my Talent World. You can update your personal profile details and settings at any time. This profile is part of your employee records and exists as long as you are a DPDHL Group employee.
- **Private Profile:** Create a profile using your private e-mail address. This works in the same way as creating a profile as an External Candidate (see above).

You can log into your personal profile in the system [using an email address and a password](#).

## 2. Applying for Jobs

Your online job application data will be stored exclusively for recruitment and hiring purposes. This data will be made available to the authorized DPDHL Group Human Resources teams and employee representatives responsible for the specific application process.

There are different ways of submitting your online application, depending on whether you are an External Candidate or a DPDHL Employee:

### External Candidates

- **Apply using your profile** – Log into your personal profile using your email address and password, provide information required for your application and submit your application.
- **Apply without creating a profile** – Enter your name and email address, provide information required for your application and submit your application. If you would like to view and track your application, you need to create a profile by setting up a password using the link provided in your application confirmation email.

### DPDHL Group Employees

- To apply for a job, you need to first log into your business or private profile, provide information required for your application and submit your application.

## 3. Visibility of your profile

If you would like to be considered and contacted by DPDHL Group HR teams (from any of the Group's companies around the world) for other jobs that might be a good fit for you, you can make your data (name, contact details, CV / Resume) globally visible.

To do this, select the option ***“Consider me for other positions and allow my information to be searchable”*** at the end of your application or when editing your profile. You can change the visibility of your profile at any time by selecting or unselecting this option from your application or profile.

#### 4. 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	Description and Purpose
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> <li>More information about <a href="#">Talentbrew privacy here</a></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 pages load quickly and consistently.</li> <li>Contains the name of the portal logged into and the numeric system identifier of the logged in user. Does not contain any Personal Information.</li> </ul>
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 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>