

Information on the collection of personal data for Applicants according to Art 13 and Art 14 GDPR



Information on the processing of personal data by Putzmeister

Transparency and trusting handling of your personal data is an important basis for good cooperation. Therefore, we inform you about how we process your data and how you can exercise your rights under the General Data Protection Regulation ("GDPR"). The following information provides you with an overview of the collection and processing of your personal data in connection with the implementation of the application process. This data protection information refers exclusively to data processing in connection with your application to a company of the Putzmeister Group. The "Putzmeister Group" includes all companies in which Putzmeister Holding GmbH, Max-Eyth-Straße 10, 72631 Aichtal, telephone: +49 7127 599 0, e-mail: pmh@putzmeister.com ("Putzmeister Holding"), directly or indirectly holds a majority stake, including Putzmeister Holding itself. An overview of all Putzmeister companies can be found on <https://www.putzmeister.com/web/european-union/subsidiaries>

Responsibilities

The data controller within the meaning of the EU General Data Protection Regulation ("GDPR") as well as all other applicable EU data protection regulations or comparable national regulations ("controller") is the company of the Putzmeister Group with which the employment relationship is to be established after successful completion of the application process. Within the Putzmeister Group, the centralised HR department at Putzmeister Holding is responsible for receiving, coordinating, managing and forwarding applications. If Putzmeister Holding does not fill the vacant position, your application will be forwarded to the company where the respective vacancy is open or to which your unsolicited application is assigned. Insofar as Putzmeister Holding is not itself responsible for the further processing of the application as a potential employing company, Putzmeister Holding will act on the basis of an agreement on joint responsibility. Putzmeister Holding is also available to you as a central contact person for data protection issues in connection with the application process, to whom you can assert your data protection rights and who coordinates the processing of your rights as a data subject. We use a specialized software provider for the application process. He acts as a service provider for us and may also receive knowledge of your personal data in connection with the maintenance and care of the systems. We have concluded a so-called order processing agreement with this provider, which ensures that the data processing is carried out in a permissible manner. The controller(s) are also referred to as "we", "us" and "our" in the following.

Contact details of the data protection officer

Putzmeister Holding GmbH
Data protection supervisor
Max-Eyth-Straße 10
72631 Aichtal
Germany
Phone: +49 7127 599-0
E-mail: datenschutz@putzmeister.com

Origin of personal data

We process personal data that we receive from you as part of your application. In addition, we process – to the extent necessary for the provision of the service/performance of the contract to you – personal data that we have permissibly received from other companies in the Putzmeister Group for the purpose of fulfilment.

Purposes of data processing and legal basis

We process your personal data in particular in compliance with the GDPR and the Federal Data Protection Act ("BDSG") or comparable national laws. First and foremost, data processing serves to establish the employment relationship. The primary legal basis for this is Art. 6 (1) sentence 1 (b) GDPR in conjunction with Section 26 (1) BDSG or comparable national regulations. Your data may also be processed by us in order to be able to fulfil any existing legal obligations. This is done on the basis of Art. 6 (1) sentence 1 (c) GDPR in conjunction with Section 26 BDSG or comparable national regulations. If necessary, we also process your data on the basis of Art. 6 (1) sentence 1 (f) GDPR or comparable national regulations in order to protect our legitimate interests or those of third parties (e.g. authorities). We process your personal data within the scope of the legitimate interest to ensure IT security and IT operations. In any case, the existence of a legitimate interest will be carefully weighed up to determine whether your interests worthy of protection may outweigh them. Insofar as special categories of personal data are processed in accordance with Art. 9 (1) GDPR or other comparable national regulations (e.g. recording of a severe disability due to the determination of the severely disabled person's levy), this serves to exercise rights or fulfil legal obligations under labour law, social security law and social protection in the context of the establishment of the employment relationship. This is done on the basis of Art. 9 (2) (b) GDPR in conjunction with Section 26 (3) BDSG or comparable national regulations. In addition, the processing of health data may be necessary for the assessment of your ability to work in accordance with Art. 9 (2) (h) GDPR in conjunction with Section 22 (1) No. 1 (b) BDSG or other comparable national regulations. In addition, the processing of special categories of personal data may be based on consent in accordance with Art. 9 (2) (a) GDPR in conjunction with Section 26 (2) BDSG or comparable national regulations (e.g. occupational health management). If we want to process your personal data for a purpose not mentioned above, we will inform you in advance.

Categories

First name, last name, maiden name, private address data, private telephone number, private e-mail address, gender, place of birth, date of birth, professional position, specialist knowledge, religious affiliation (especially category according to Art. 9 GDPR), salary expectations, nationality, bank details, annual salary, date of entry, profile picture (optional), applicant data (degrees, assessments, curriculum vitae, photograph/photo, certificates) and other data provided by the applicant become

Storage period

We delete your personal data as soon as it is no longer required for the purposes mentioned above and there are no legal obligations to provide evidence or legal retention obligations. After the termination of the employment relationship, your personal data will remain stored as long as we are obliged to do so due to statutory

retention obligations. In addition, however, European regulations, applicable national laws or other regulations may require longer storage of the data processed by us. If these storage periods expire, we will delete your data or restrict the processing of it. If we are unable to offer you employment with us, we will generally store the data you provide for up to four months for the purpose of answering questions in connection with your application and rejection, unless other statutory retention obligations are considered.

Necessity and consequences of non-provision

You are not obliged to provide us with information that is not usable under national regulations on protection against discrimination, such as the General Equal Treatment Act or comparable national regulations (race, ethnic origin, gender, religion or belief, disability, age or sexual identity). The same applies to application photos, illnesses, pregnancy, political views, philosophical or religious beliefs, membership in a trade union, physical or mental health or sex life).

Personal data will only be processed for purposes related to your interest in current or future employment with us and the processing of your application.

If your application with us is successful, we are entitled to use the data provided in the context of employment with us in order to carry out the employment relationship.

Your application will only be processed and acknowledged by the contact persons relevant to the application process. All employees entrusted with data processing are obliged to maintain the confidentiality of your data.

Automated decision-making and profiling

We do not carry out any automated decision-making in connection with the implementation of the application process within the meaning of Art. 22 GDPR or comparable national regulations.

Recipients of personal data outside the company/authority

Your data will be passed on to other companies of the Putzmeister Group for the purpose of the application, insofar as your application reaches a Putzmeister company, although it is recognizable in response to a job advertisement of another Putzmeister company or you have submitted an unsolicited application that is not limited to a specific company. An overview of the companies belonging to the Putzmeister Group can be found under www.putzmeister.com. Your personal data will be processed on our behalf based on order processing agreements in accordance with Art. 28 GDPR. In these cases, we ensure that the processing of personal data is carried out in accordance with the provisions of the GDPR. The categories of recipients in this case are providers of applicant management services. We may also transfer the data within the Putzmeister Group to countries outside the European Economic Area ("EEA"). However, all companies in the Putzmeister Group will take the necessary steps to ensure that an adequate level of data protection is maintained. On the one hand, your data will be transmitted if you have given your consent to this. In this case, the legal basis for the use of the data is Art. 6 para. 1 sentence 1 lit. a GDPR in conjunction with § 26 para. 2 BDSG or comparable national regulations. If we do not obtain your consent, we have a legitimate interest in receiving your application through our central HR department at Putzmeister Holding in order to centralize the receipt of applications and the corresponding forwarding to the company responsible for the application for internal administrative purposes. In any case, your application will only be distributed and transmitted to another company within the Putzmeister Group, provided that the content of your application relates thematically and regionally to the respective company. You can revoke your consent to us at any time with effect for the future. Your data will be deleted if it is no longer required to achieve the purpose.

Intention of transfer to a third country or international organisation

Should we transfer your personal data within the Putzmeister Group to a country outside the EU/EEA that does not provide the same level of protection as within the EU/EEA, we will ensure that such transfers are carried out in accordance with applicable data protection laws, including the GDPR.

Warranties and Obtaining Warranties

In principle, a transfer may only take place if we can guarantee an adequate level of data protection, for example by transferring to a third country for which the EU Commission has confirmed an adequate level of data protection or ensuring that other appropriate data protection safeguards (e.g. binding corporate data protection regulations or EU standard contractual clauses) are in place.

In exceptional cases, according to Art. 49 (1) GDPR, a transfer can take place without guaranteeing an adequate level of data protection, e.g. if you have validly consented or the transfer is necessary to carry out the application process.

Your rights

If your personal data is processed, you are a data subject within the meaning of the GDPR and you are entitled to the following rights vis-à-vis Putzmeister.

You have the right to *information* about the personal data we process about you. In the case of a request for information that is not made in writing, we ask for your understanding that we may then request proof from you that you are the person you claim to be.

You also have the right to *rectification*, which means that you can request that we correct your inaccurate personal data without undue delay. Considering the purposes of the processing, you have the right to request the completion of incomplete personal data, including by means of a supplementary statement.

You have the right to request the *restriction* of processing if one of the following conditions applies: You doubt the accuracy of the personal data. You have objected to the processing in accordance with Art. 21 para. 1 GDPR. If it is not yet clear whether the legitimate reasons of the controller outweigh you, the processing will be restricted.

You can request that the personal data concerning you be *deleted* immediately, provided that the conditions (cf. Art. 17 GDPR) are met. The right to erasure does not exist if the processing is necessary due to contractual obligations towards you or due to legal provisions.

If you have asserted the right to rectification, erasure or restriction of processing against us, we are obliged to inform all recipients to whom the personal data concerning you have been disclosed of this correction or deletion of the data or

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restriction of processing. This does not apply if it proves impossible or involves disproportionate effort (cf. Art. 19 GDPR). If you request it, we will inform you about these recipients.

You have the right to receive the personal data concerning you that you have provided to us in a structured, commonly used and machine-readable format (cf. Art. 20 GDPR). You also have the right to transmit this data to another company without hindrance from us, provided that the conditions for this are met.

You have the right to object at any time to the processing of personal data concerning you on the basis of Article 6 (1) sentence 1 (f) GDPR for reasons arising from your particular situation. The consequence of the objection is that we will no longer process the personal data concerning you, unless we can demonstrate compelling legitimate grounds for the processing that outweigh your interests, rights and freedoms, or if the processing serves to assert, exercise or defend legal claims.

You can either inform us directly or our data protection officer about your objection. If you have submitted a declaration of consent under data protection law, you can revoke it to us at any time (cf. Art. 7 GDPR). Please note that the *revocation* is effective for the future. The withdrawal of consent does not affect the lawfulness of the processing carried out on the basis of the consent before the withdrawal.

In addition, you have the right to *lodge a complaint* with a supervisory authority, in particular in the country of your residence, your place of work or the place of the alleged infringement, if you believe that the processing of your personal data violates the GDPR (cf. Art. 77 GDPR). The right of appeal exists without prejudice to any other administrative or judicial remedy.