

Information Concerning Data Protection for Job Applicants Applying to Bavaria Medizin Technologie GmbH

Pursuant to Art. 13, 14, 21 of the General Data Protection Regulation (GDPR)

We are pleased that you are interested in our company and that you have applied or are applying for a position with us. In the following, we would like to inform you about the processing of your personal data in relation to your application.

1. Who is Responsible for the Processing of Data?

Bavaria Medizin Technologie GmbH

Represented by:

Managing Directors: Knut Sauerteig, Ulrich Winkhaus

Argelsrieder Feld 8, 82234 Wessling, Germany

E-Mail: info.bmt@lubrizol.com

Tel.: +49 (0) 8153 401 0

You can reach our data protection officers by e-mail at dsb.bmt@lubrizol.com or with the following contact information:

Munker Privacy Consulting GmbH

Data Protection Officer

Pähler Straße 5a

82399 Raisting, Germany

Tel.: +49 8807 24447 0

2. Purposes and Legal Grounds

We process your personal data, as far as it is necessary, to review the grounds for an employment relationship. The legal ground for this is Art. 6 para. 1 pt. b of the General Data Protection Regulation (hereafter referred to as GDPR) in conjunction with § 26 of the German Federal Data Protection Act (BDSG).

We collect only personal data from you (in particular first name, surname, postal address, e-mail address, position applied for, information from the application form) that are necessary for the application process. To fully review your application, it is necessary that you also provide us with information about your previous professional career.

In the case of an online application, you enter this data independently into the online form; in any other type of application, we record the relevant information from the employment application and scan any accompanying documents.

For the purpose of your application, we will use only data that originates directly from you or from a person whom you have authorized. Within the course of the application process, further personal data may be collected from you personally, from generally accessible sources or from former employers and trainers. This may also include data that you provide online for the purpose of professional representation (e.g. in business networks). We do not carry out any further research about you, e.g. by using online search engines.

When filling certain positions, especially management positions, we may involve consultants to carry out assessments or capability analyses - provided you have given your explicit consent.

Should we ask you in the application process about the form of address you desire concerning gender, this is solely because we want to address you in the correct manner. Your age or date of birth is required because some of our job activities require a minimum age by law.

2.1 Consent (Art. 6 Para. 1 Pt. a GDPR)

If and insofar as you have given us your consent to process your data for specific purposes, e.g. to actively contact you in order to provide you with additional vacant positions within our company or at one of our corporate branches, the processing time is dependent on the purpose of the consent that was granted. Please take notice of the information provided in connection with the declaration of consent.

2.2 Carrying out Pre-Contractual Measures and Fulfilling Contractual Obligations (Art. 6 Para. 1 Pt. b GDPR)

We process your personal data to carry out measures and activities within the scope of pre-contractual relations, in particular for contract negotiations.

2.3 Fulfillment of Legal Obligations (Art. 6 Para. 1 Pt. c GDPR)

We process your personal data to the extent that this is legally required to fulfill commercial and tax law record-keeping obligations or otherwise on the grounds of legal standards (e.g. pursuant to the German Money Laundering Act).

2.4 Protection of Our Legitimate Interests or Those of a Third Party (Art. 6 Para. 1 Pt. f GDPR)

We process your personal data, as far as it is necessary, for the defense of asserted legal claims from the application process against us. Legitimate interest is, for example, a duty of proof in legal proceedings pursuant to the German General Equal Treatment Act (AGG).

3. Categories of Personal Data that are Processed by Us and From Where the Data Originate

We process the personal data that we receive from you yourself as part of the application process. This data is the data that you provide us as part of your application, in particular by submitting your employment application documents and providing information in job interviews. We also visit profiles of applicants on XING and LinkedIn or other professionally oriented social networks, provided that such exist. We do not visit profiles in private social networks.

It is also possible that we receive data from recruiters to whom you have given your employment application documents and who recommend you to us as a candidate for a position.

4. Who Receives Your Data?

It goes without saying that your data will be treated confidentially and will be made available only to those persons in the company who are involved in the decision-making process in regard to the hiring (e.g. Human Resources department, department in which the vacancy exists).

Provided that you have agreed to your documents being forwarded to other corporate branches in the course of your application, your application data, where applicable, is included in a respective company-wide applicant pool.

Furthermore, data processors, such as software providers, IT service providers, document shredding services, etc., can be the recipients of the data. We have concluded a so-called data processing agreement with these providers which ensures that the data processing occurs in a permissible manner.

5. Transfer of Your Data to a Recipient in a Third Country or to an International Organization

If we transfer personal data to services outside of the European Economic Area (EEA), the transfer will take place only when the third country was confirmed by the EU Commission as having an adequate level of data protection or when other appropriate data protection guarantees are in place (e.g. binding corporate data protection rules or EU standard contractual clauses), unless there is a statutory exemption from adherence to the level of data protection (Art. 49 GDPR), in particular your explicit consent.

Within the corporation (The Lubrizol Corporation), a respective Intercompany Data Transfer Agreement has been concluded.

6. How Long Do We Save Your Data?

We retain your personal data for as long as it is necessary to bring the processing to fruition and/or to fulfill legal record keeping requirements.

If you are not selected for the position for which you have applied, we will delete your data; if you withdraw your application, six months after your application is withdrawn and, if we reject you, six months after the date of rejection. In the event that an employment contract is concluded between you and us or one of our corporate branches, your employment application documents will be included in your personnel file and kept for at least the duration of employment.

7. To What Extent is there Automated Decision-Making in Individual Cases (Including Profiling)?

No purely automated decision-making processes are used by us in accordance with Art. 22 GDPR. Should we use such processes in individual cases, we will inform you separately of such.

8. Scope of Your Obligations to Provide Us with Your Data

An employment application to us is voluntary. It is necessary to provide us with your personal data regarding your previous professional and/or educational background, your qualifications, your skills and information about yourself and how you can be reached, so that we can find out whether you as an applicant match the position to be filled and so that we can make a selection of personnel. Without providing personal data by you as an applicant, no selection of personnel or application process can be conducted.

Consequently, failure to provide personal data simply means that you cannot be considered as a candidate for the position.

9. Rights of Data Subjects

You can at the address given above and under certain conditions

- pursuant to Art. 15 GDPR request **information** about your personal data processed by us. In particular, you may request information about the purposes of the processing, the category of the personal data, the categories of the recipients to whom your data has been or will be disclosed, the envisaged duration that the data will be saved, the existence of a right to rectify, erase, restrict or object to the processing, the existence of a right to lodge a complaint, the origin of your data if not compiled by us, as well as the existence of automated decision-making including profiling and information concerning such if applicable;
- pursuant to Art. 16 GDPR request immediately the **rectification** of inaccurate or incomplete personal data saved by us;
- pursuant to Art. 17 GDPR request the **erasure** of your personal data saved by us, as long as the processing is not required for exercising the right to freedom of expression and information, for fulfilling a legal obligation, for reasons of public interest or for establishing, exercising or defending legal claims;
- pursuant to Art. 18 GDPR request the **restriction of processing** of your personal data if the accuracy of the data is disputed by you, if the processing is unlawful, you refuse its deletion and we no longer require the data, you require it for establishing, exercising or defending legal claims, or you have lodged a complaint to the processing pursuant to Art. 21 GDPR;
- pursuant to Art. 20 GDPR receive your personal data that you have provided to us in a **structured, commonly used and machine-readable format** or to request its transfer to another controller;
- pursuant to Art. 7 para. 3 GDPR withdraw your consent given to us at any time. As a consequence, we are not permitted to continue the data processing, which was based on this consent, in future.

If you want to assert one of these rights, please contact us or our data protection officers.

Information About Your Right to Object Pursuant to Art. 21 GDPR

You have the right to object to the processing of personal data concerning you that is carried out on the grounds of Art. 6 para. 1 pt. f GDPR (data processing to protect legitimate interests) or Art. 6 para. 1 pt. e GDPR (data processing for tasks carried out in the public interest).

If you object, we will no longer process your personal data, unless we can prove compelling reasons for the processing which are worthy of protection and which outweigh your interests, rights and freedoms, or unless the processing serves for establishing, exercising or defending legal claims.

Information About Your Right to Withdraw Pursuant to Art. 7 Para. 3 GDPR

Insofar as we process your personal data for specific purposes on the grounds of your consent, you have the right to **withdraw your consent** at any time pursuant to Art. 7 para. 3 GDPR. After receiving your withdrawal, we will stop processing your data for the purposes for which you have given us your consent. The legality of the processing before receipt of your withdrawal remains unaffected.

Please take notice that the **withdrawal takes effect for the future** only. Processing that took place before the withdrawal is not affected.

Objection to Processing for Purposes of Direct Marketing

In the case of data processing for direct marketing, you have the right to object at any time to the processing of personal data concerning you for the purpose of such marketing, including profiling, insofar as it is connected with such direct marketing.

If you object to processing for direct marketing purposes, we will no longer process your personal data for these purposes.

The objection can be made without filling out a form and should be addressed to:
dsb.bmt@lubrizol.com or to the contacts given in the imprint.

10. Your Right to Lodge a Complaint with the Supervisory Authority

You have a right of lodge a complaint with the data protection supervisory authority if you believe that the processing of your data violates the GDPR (Art. 77 GDPR). The supervisory authority responsible for us is:

Bayerisches Landesamt für Datenschutzaufsicht, Promenade 18, 91522 Ansbach, Germany. Tel.: +49 (0) 981 180093 0, E-mail: poststelle@lda.bayern.de