

# Data Protection Notices

## 1. General Information

### a) Introduction

With this Data Protection Notices, we want to inform you about data processing and data privacy in connection with your application via the website for job seekers and candidates. This website you are visiting is used to support our company in recruiting and job placement activities by allowing job search, online application, and communication and notification functionalities (online job portal). Respecting your privacy and ensuring that you are informed about how your data is used for these recruiting and hiring purposes is important to us. We do our utmost to make sure that your personal information provided is kept confidential and in compliance with all applicable data protection laws. We therefore ask you to inform yourself by reading the following Data Protection Notices or contacting us if you have any further questions on data privacy or our job placement process.

### b) Controller

We, the METRO Insurance Broker GmbH, Schlüter Str. 1, 40235 Düsseldorf, Germany (in the following also described as "METRO") are the controller according to the GDPR and therefore responsible for the data processing explained below. For questions or requests concerning the data processing, please contact our data protection officer, whose contact details you can find below.

### c) Data Protection Officer

You can contact our data protection officer at any time by using the following contact details:

- METRO Insurance Broker GmbH, Data Protection Officer, Schlüter Str. 1, 40235 Düsseldorf, E-Mail: datenschutz02@metro-mib.de

## 2. Information Regarding The Processing

### a) Online Applications for Job

In order to send us your online application for jobs you must register a user account on our global METRO website for job seekers and candidates by creating your extended personal profile. Your account will enable you to send us your online applications for jobs within the METRO Group.

When submitting your application the information provided during the creation of your personal extended profile will be copied into your application that include, your name, last name, email address, phone number and place of residence. You can view, change or deactivate your profile with the provided personal information at any time by accessing your account (My Profile) and providing the user name and password you have determined. You can view and update the data provided at any time in your account and you can withdraw your application by accessing the submission and clicking on the withdraw button.

When submitting your application you can complete your personal profile data also by using your LinkedIn® account. With a one-time registration, and by confirming your email and password saved with LinkedIn®, selected information is copied into your application via the online job portal, this might include the information stored in your LinkedIn® Profile: name, last name, professional experience, applied studies, skills and knowledge or recommendation. You can choose which information you can transfer from LinkedIn® to your Taleo account.

The personal data which you enter during the application process will be processed for recruiting and management purposes. The provision of your personal data concerning your title, nationality, telephone (alternative), professional experience, studies, as well as your certificates or other documents is voluntarily. You are neither obliged to provide these personal data to us. If you do not provide these personal data to us during the application process, this will not result in any consequences for you, other than that these data may not be regarded in the recruiting process. The provision of the remaining categories of your personal data within the application process is necessary to enable us to perform the application process, to decide about entering into a contract with you and for administration purposes in connection with completing a hiring process. Depending on what you provide, this information may also include specific categories of personal data such as religion or health data. This processing is legally based on Art. 88 in connection with Sec. 26 paragraph 1 sentence 1, paragraph 3 sentence 1 of the German Federal Data Protection Act [Bundesdatenschutzgesetz]. The provision of your application data is required to enable us to enter into a contract with you. Where required by law, your personal data will also be used to fulfill legal obligations. This processing is legally based on Art. 6 paragraph 1 sentence 1 letter c) GDPR. If you do not provide these personal data to us, we will not be able to process and consider your application. If you do not wish to use this online job portal, you will still be able to send applications in written form by post to the METRO affiliated company of your choice.

Submitting your application through our online job portal, employees of these companies with access rights include authorized operators, such as members of the Information Technology departments, Human Resources departments and responsible approvers of job vacancies and employee hiring have access to your data. This processing is necessary for the purpose of operating the application process and to decide about entering into a contract with you. It is legally based on Art. 88 in connection with Sec. 26 paragraph 1 sentence 1, paragraph 3 sentence 1 of the German Federal Data Protection Act [Bundesdatenschutzgesetz].

Also for support and information provision purposes your data can be accessed by the system administrators in the recruitment team of METRO AG – e.g. to reset your password, check profile status or delete your data if requested, your profile and your submitted application can be accessed.

During the job application process, you may be asked if you want to receive job alerts based on your application profile and preferences. This processing is only performed with your prior consent and is legally based on Art. 6 paragraph 1 sentence 1 letter a) GDPR. To confirm the registration we need your consent to allow the online job portal to send you automatic notifications to the email address provided once suitable vacancies based on your criteria are available. You will be able to unsubscribe from your job alert notification at any time through the unsubscribe function.

The online job portal is provided through third party technical web-based solutions which help us manage applications. Because of this, also our service providers have access to your personal data. Our service providers act as data processors on our behalf according to Art. 28 GDPR. METRO and its service providers use technical and organizational security measures to protect your data from manipulation, loss, destruction or access by unauthorized persons. Any personal data that is provided to METRO or its service providers will be transmitted and stored in an encrypted form. The data you provide during the job alert registration, profile creation and application process will be stored on a server located in Frankfurt, Germany. Your personal data will be disclosed to support teams in Europe, USA and Asia, which have access to the data for the purpose of providing support for candidates, METRO and METRO AG. This processing is necessary to pursue our legitimate interests of granting support and is legally based on Art. 6 paragraph 1 sentence 1 letter f) GDPR. This data transfer to Asia and the USA includes a transfer into third countries outside the EU and the EEA. An adequacy decision, by which the Commission of the European Union has decided that these countries ensure an adequate level of protection, does not exist. The data transfer is based on appropriate safeguards, i.e. standard contractual clauses. Further information or copies of these safeguards can be requested with a formless request addressed to our data protection officer using the contact details mentioned above under 1. c).

During the job application process, you may be invited to voluntarily participate in a video interview. In this case, your name, E-mail address and jobcode will be disclosed to the online platform of our third party service provider for video interviewing. For the purpose of enabling the video interviewing, scheduling, and providing support for any technical issues, your name and email address will be transferred to the video interview platform provider and stored on a server located in Amsterdam, Netherlands. Regarding all other personal data, which is collected, processed and stored in connection with such a video interview, you will be informed prior to conducting the interview within the platform and your explicit consent will be requested. This processing is legally based on Art. 6 paragraph 1 sentence 1 letter a) GDPR.

We do not disclose your personal information to any other recipients without your consent or unless we are legally required to do so. The disclosure for the purpose of fulfilling a legal obligation is based on Art. 6 paragraph 1 sentence 1 letter c) GDPR.

Based on your consent, we store your personal data as long as is necessary for providing you with job notifications or for processing your submitted applications, except where otherwise required by law. Such storage for the purpose of fulfilling a legal obligation is based on Art. 6 paragraph 1 sentence 1 letter c) GDPR. Your application data will be saved in our application management system for six months after the completion of the related application process unless you have not agreed to a longer storage period. This is necessary for the purpose of keeping evidence for the possible case of a later discrimination lawsuit, which is our legitimate interest. This storage is based on Art. 6 paragraph 1 sentence 1 letter f) GDPR.

#### b) Cookies

The online job portal uses technical solutions to provide information about career and job offers. This includes the use of cookies and session cookies. Cookies and session cookies are small text files which are sent to your browser and will be stored on your computer. Cookies and session cookies are used on our websites for the purposes of allowing and support search and registration steps, for example by noting your location and your log-on data. Cookies and session cookies can also provide information about your technical device, the browser and browser version to help in displaying the content on the website. The data processing is legally based on Art. 6 paragraph 1 sentence 1 letter f) GDPR. It is necessary to pursue our legitimate interests of ensuring and improving the functions of our website. The provision of your personal data is voluntary, but if you do not accept cookies and session cookies, you will not be able to use all functions of our website to receive information about job and career offers. Session cookies will be deleted automatically after your browser has been closed. Other cookies will be stored until they expire or you delete them. You can maintain, view and delete cookies at any time in your browser by accessing the settings and/or browser options. In this way, you can deactivate or limit the storage of cookies by configuring your browser to notify you before a cookie is stored.

#### c) Website Visitor Data

Website visitor data and candidate data, which has been anonymized, will be collected by our technical solutions in connection with the online job portal to record your accesses to our web pages. As the case may be, the recorded data might include your IP address, which is however deleted immediately, the device operating system that was used for access, the website from which you visited us, the websites you visit or the search terms used to find our website. The data is always anonymized prior to usage. This is performed for statistical and security purposes. It is necessary to pursue the legitimate interest of improving and securing our services. This processing is legally based on Art. 6 paragraph 1 sentence 1 letter f) GDPR. The provision of your personal data is voluntary.

The constant development of the Internet requires occasional adjustments to our Data Protection Notices. We retain the right to make changes when necessary.

### 3. Your Rights

As a data subject, you can contact our data protection officer at any time with a formless notification under the contact dates mentioned above under 1. c) to exercise your rights according to the GDPR. These rights are the following:

- The right to receive information about the data processing and a copy of the processed data (right to access, Art. 15 GDPR),
- The right to demand the rectification of inaccurate data or the completion of incomplete data (right to rectification, Art. 16 GDPR),
- The right to demand the erasure of personal data and, in case the personal data have been made public, the information towards other controllers about the request of erasure (right to erasure, Art. 17 GDPR),
- The right to demand the restriction of the data processing (right to restriction of processing, Art. 18 GDPR),
- The right to receive the personal data concerning the data subject in a structured, commonly used and machine-readable format and to request the transmittance of these data to another controller (right to data portability, Art. 20 GDPR),
- The right to object the data processing in order to stop it (right to object, Art. 21 GDPR),

- The right to withdraw a given consent at any time to stop a data processing that is based on your consent. The withdrawal will not affect the lawfulness of the processing based on the consent before the withdrawal (right to withdraw consent, Art. 7 GDPR).
- The right to lodge a complaint with a supervisory authority if you consider the data processing to be an infringement of the GDPR (right to lodge a complaint with a supervisory authority, Art. 77 GDPR).