

# 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 at METRO Habib Cash & Carry Pakistan (in the following also described as "METRO") 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. 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) Data Protection Officer

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

- E-Mail: amer.latif@metro.pk

## 2. Information Regarding The Processing

### a) On line applications for Job

In order to send us your online application for jobs you must register a user account on our 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.

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. Submitting your application through our career and job website, our employees 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. The provision of your data is required to enable us to decide about your application and about entering into a contract with you.

During the job application process, you may be asked if you want to receive job alerts based in your application profile and preferences. This processing is only performed with your prior consent. To confirm the registration we need your consent to allow METRO's recruiting solution 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 at any time through the unsubscribe function in your job alert notification.

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 job code will be disclosed to the online platform of our third party service provider for video interviewing. We do not disclose your personal information to any other recipients without your consent or unless we are legally required to do so.

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.

### b) Cookies

METRO's websites for job seekers and candidates 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. 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 METRO website for job seekers and candidates 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. 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 details mentioned above under 1. b) to exercise your rights. These rights are the following:

- The right to receive information about the data processing.
- The right to demand the rectification of inaccurate data or the completion of incomplete data.
- The right to demand the erasure of personal data and, in case the personal data have been made public.
- The right to demand the restriction of the data processing.
- The right to object the data processing in order to stop it.
- The right to withdraw a given consent at any time to stop a data processing that is based on your consent.