

# Data Protection Notices

## 1. General Information

### a) Introduction

With this Data Protection Notices, we want to inform you about personal data processing and data privacy in connection with your application at METRO/MARKO Cash & Carry via the group website for job seekers and candidates. This website you are visiting is used to support 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) Controller

The administrator of personal data processed within this website is: METRO SERVICES PL sp. z o.o. with headquarters in Szczecin at ul. Ku Słońcu 67 (71-041 Szczecin), in the following also described as "METRO". As an administrator, we are 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.

### d) Data Protection Officer

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

- E-Mail: [data.protection@metro-services.pl](mailto:data.protection@metro-services.pl)

## 2. Information Regarding The Processing

### a) On line applications for Job

In order to send us your online application for jobs you must create a user account on global METRO dedicated website for job seekers. Your account will enable you to send us your 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 purposes. Providing personal data such as: name and surname, parents' names, date of birth, place of residence (correspondence address), education and the course of previous employment, telephone number or e-mail address or other data enabling contact, i.e. e-mail address -mail is voluntary, but necessary to participate in the recruitment process. You are neither obliged to provide other personal data to us, , the introduction of which allows the functionality of the form. If you do not provide these personal data to us during the application process, this will not result in any consequences. The provision of the basic personal data within the application process is necessary to enable us to perform the recruitment process. The whole processing, in addition to the situations listed, is legally based on the following legal bases:

- consent of the data subject (in the case of transfer of personal data in a broader scope than that described in Article 221 § 1 of the Labor Code),
- indispensability of processing for the conclusion of the contract,
- legal obligation on the data controller.

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. Submitting your application through our career and job websites, employees of METRO Group 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.

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 you submitted application can be accessed.

Website for job seekers and candidates and METRO affiliated companies', i.e. also METRO SERVICES PL sp. z o.o. , local career websites are 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. 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 SERVICES PL sp. z o.o. 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 in this solution on a server located in Frankfurt, Germany. Your personal data will be disclosed to support teams and service providers in Europe, USA and Asia, which have access to the solutions for the purpose of providing support for candidates, METRO AG and the METRO affiliated companies. This processing is necessary to pursue our legitimate interests of granting support and is legally based on Art. 6 paragraph 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 and declarations of joining the Privacy Shield program (transfer to the USA). Further information or copies of these safeguards can be requested with a formless request addressed to our data protection officer.

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 letter a) GDPR.

The basic criterion, which determines the length of data processing from the user's application, is the termination of the processing purpose. The processing period also ends with the withdrawal of consent. In the case of successful completion of recruitment, the period of storage of data contained in the application will be extended, respectively, by the period of the employment relationship, as well as the archiving obligations related to employment. In addition, your application data will be saved in our application management system for six months after the completion of all related recruitment processes. 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 letter f) GDPR.

#### b) E-mail communication

After registration on website for job seekers and candidates or on the website owned or operated by METRO affiliated companies, the user's email address will be used to send e-mails to the purpose of providing users with career information and other relevant information. The received e-mails may also contain login data and announcements regarding expiration of the account, as well as job alerts based in your application profile and preferences. Such data processing takes place only after obtaining the user's prior consent and is based on art. 6 par. 1 lit. a) RODO. Providing personal data is voluntary, but if you do not provide an e-mail address, we will not be able to send you e-mails. The user's e-mail address will be kept until the user withdraws his consent and until the account is deactivated. If you no longer want to receive e-mails from METRO or its affiliates, you can change your preferences and settings in your Profile. To do this, click the link in the notification of the offer "cancel the subscription" or contact the administrator of our portal and ask for help in abandoning notifications (administrator@taleo.metro.jobs).

#### b) Cookies

Website 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. Described activity 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 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 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 in the future 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. d) 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).