

Dear applicant,

Protecting your personal data is very important to us. We would therefore like to inform you of our procedure for processing your personal data as part of the application process at Bürkert and our application system Workday.

First of all, Bürkert uses your personal data only to conduct the application process to fill vacancies at Bürkert. As part of this, only people who are involved with implementing the application process receive your data. Your personal data is not used outside of the application process.

You will receive the comprehensive information about data protection at Bürkert below:

Who is responsible for data processing and who is your data protection officer?

The company responsible for data processing is:

Bürkert – Germany subgroup

(Bürkert Werke GmbH & Co. KG, Christian Bürkert GmbH & Co. KG, Bürkert GmbH & Co. KG)

Christian-Bürkert-Straße 13 – 17

74653 Ingelfingen

Phone: +49 7940 10 0

Fax: +49 7940 10 91204

You can contact our data protection officer (Mr Gustav Müller/EmEtz GmbH) at:

Email address: datenschutz@burkert.com

Which data categories do we use in our application system and where do these come from?

The categories of personal data to be processed as part of a potential reason (application phase) specifically include your master data (such as first name, surname, name suffix, nationality), contact data (for instance, private address, (mobile) telephone number, email address), and other data (for example, qualification data, data on work activities, social data, bank details). Special categories of personal data may come under this such as health data if you share this with us within the application process.

Additionally, process data such as information on job interviews (for example, date, place) and services provided by us (such as reimbursement of travel expenses) is processed.

Your personal data is generally collected directly from you as part of the application and hiring process. As well as this, we may have received your data from third parties (for example, human resources consultancies).

For which purposes and on which legal basis is your data processed?

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR) and all other relevant laws.

The data processing is primarily used to set up the employment relationship. The primary legal basis for this is Art. 6 Para. 1 b) GDPR along with Section 26 Para. 1 of the German Federal Data Protection Act (BDSG). In addition, your separate consent in accordance with Art. 6 Para. 1 a), 7 GDPR along with Section 26 Para. 2 BDSG (for example, for photographs as part of the hiring process) may be used as a data protection permission requirement.

If necessary, we also process your data on the basis of Art. 6 Para. 1 f) GDPR to maintain our legitimate interests or the legitimate interests of third parties (for example, authorities). This applies to investigating offences in particular (legal basis 26 Para. 1 Clause 2 BDSG) or in the group for the purposes of group management and as part of group-wide processes for internal administration of application data, of administration and further development of our IT systems, of internal communication and other administration purposes.

In so far as particular categories of personal data are processed in accordance with Art. 9 Para. 1 GDPR within the application phase, this is used as part of the employment relationship to exercise rights or meet legal obligations from labour law and social security and social protection law (for example, providing health data in relation to the health insurance provider). This is done on the basis of Art. 9 Para. 2 b) GDPR along with Section 26 Para. 3 BDSG. What's more, processing health data to assess your ability to work may be necessary in accordance with Art. 9 Para. 2 h) along with Section 22 Para. 1 b) BDSG.

If we want to process your personal data for a purpose that is not mentioned above, we will inform you of this.

Who receives your data?

Within our company, only people and roles (for example, department, Works Council, disabled employees' representative) process your personal data who or which require this to fulfil our contractual and legal obligations. In particular, this also includes people involved with conducting application processes at Bürkert.

Within our company group, your data is sent to specific companies if these centrally look after (for example, IT centralisation) data processing tasks for companies affiliated within the group.

In addition, in some cases, we use different service providers as part of order processing to fulfil our contractual and legal obligations. These external recipients specifically include the service providers commissioned by us in connection with the application process (for example, the Workday application system, service providers for conducting assessments), who provide services for us on a separate contractual basis, which may also include processing of personal data, and the subcontractors of our service providers engaged with our consent.

Which data protection rights can you exercise as a data subject?

You can request **information** about data stored about you from the address mentioned above. What's more, with specific prerequisites you can demand the **correction** or the **deletion** of your data. You can also be entitled to a **right to limit processing** of your data and a **right to be issued with the data provided by you** in a structured, accessible and machine-readable form.

For legal reasons, we are informing you of your subsequent right to object. However, we do not use your personal data for direct advertising indicated in this.

Right to object:

You have the right to object to processing of your personal data for the purposes of direct advertising without giving a reason. If we process your data to maintain our legitimate interests, you can object to this processing on grounds relating to your specific situation. We then no longer process your

personal data unless we can prove that we have compelling legitimate grounds for the processing which override your interests, rights and freedoms or the processing is used to establish, exercise or defend legal claims.

Who can I complain to?

You have the option of consulting the data protection officer mentioned above or a data protection authority with your complaint. The data protection authority responsible for us is:

The State Data Protection Officer for Data Protection and Freedom of Information
Baden-Württemberg
Lautenschlagerstraße 20, 70173 Stuttgart
Phone: +49 (0) 7 11/61 55 41 - 0 Fax: +49 (0) 7 11/61 55 41 - 15
Email: poststelle@lfdi.bwl.de

How long is your data stored for?

In case of rejection, personal data is deleted six months after the end of the application process in compliance with Section 61b Para. 1 of the German Labour Court Act (ArbGG) along with Section 15 of the German Equal Treatment Act (AGG). If you are included in an applicant pool due to your consent, deletion takes place after the period indicated in the declaration of consent expires, if no suitable role can be offered to you. The consent for the applicant pool is obtained separately and can be revoked at any time. We also delete your personal data as soon as it is no longer required for the purposes mentioned above and we also have no legitimate interest that permits longer storage. What's more, personal data may be stored for the period in which claims against us can be asserted (legal period of limitation of three or up to thirty years).

Is your data transferred to a third country?

We transfer your personal data to third countries, i.e. countries outside of a Member State of the European Union or another state party to the Agreement on the European Economic Area only while taking account of the legal requirements that exist for this and only for specific purposes strictly regulated beforehand as part of your employment relationship or its initiation. In third countries, a data protection level that is comparable to that in the European Union cannot be automatically assumed.

Due to the global structure of the Bürkert group, transfer of personal data to recipients in third countries may be required. Before such a transfer, we always check whether this is permitted on the basis of a legal regulation (for example, based on Article 49 GDPR). We also ensure before such a transfer that the appropriate data protection level required is ensured in the respective third country or at the recipient in the third country. In particular, this may result from an "adequacy decision" of the European Commission, with which an appropriate data protection level for a specific third country as a whole is established. Alternatively we can also base the data transfer on the "EU standard contractual clauses" or corporate binding rules agreed with a recipient.

Are you obliged to provide your data?

As part of your employment, you must provide the personal data that is required to establish the employment relationship or which we are legally obliged to collect. Without this data, we will not be able to conduct the application process with you .