

**INFORMATION ON DATA PROCESSING IN ACCORDANCE WITH ART. 13 AND 14 GDPR
(Regulation (EU) 2016/679)*****Job application and recruitment***

This information tells you about the processing of candidates' personal data by the company and any affiliate.

Terms**Data**

All personal data and, where relevant, all special categories of personal data.

Personal data

All information that relates to an identified or identifiable natural person; an identifiable person is someone who can be identified either directly using the data or indirectly, e.g., if this information can be linked with other information.

Processing

Any handling of an employee's personal data, including (but not limited to) collecting, storing, organizing, disclosing, using, and destruction of these data.

Special categories of personal data

Personal data that allows one to reach conclusions about the race or ethnic origin, political opinions, religious or philosophical beliefs or membership in a union; data concerning health or data about sexual activity or sexual orientation of a person and genetic or biometric data.

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Introduction

We are delighted that you are interested in applying for a job within Semperit. To enable us to consider your application, we will need to process personal data. We will explain how your data is processed when you visit our job portal and during the application process. For more information on your data protection rights and how you can exercise them, please refer to our [Privacy Policy](#).

Applications should be submitted online via our career page. You set up your profile using an online form to register to Job Portal. You can decide to apply only for one specific job advertisement or you can consent separately to the continued storage of your data in our global database accessible to global or local HR recruiter in the countries where we operate.

Data controller

Semperit AG Holding, Am Belvedere 10, 1100, Vienna, <https://www.semperitgroup.com/>.

Data Protection Coordinator

data.privacy@semperitgroup.com

The purposes of data processing

Semperit will process the data and documents you provide and submit in connection with your application, recruitment process and when you join our Job Portal for future opportunities to enable easier application and recruitment process:

- gathering and processing data when you use Quick Apply and Job Alert (web push notifications) that you are able to enable based on your search. These are conducted with cookies that are persistent cookies. These cookies remain on your device even after you close your browser and are used to remember your search preference and will send you a notification on your device whenever a similar position is posted. They help us improve our website and provide you with a more personalized experience
- processing and handling your application,
- accessing your application (qualifications, education and other experience)
- assessing and evaluating your suitability for employment in any current or prospective position within the organization (observations, review),
- internal communication regarding candidates,
- inviting you for interviews, responding to your inquiries, providing feedback and additional information in regard to your application, fulfilling your requests,
- background checks for positions that represent our company to externals or critical positions supported by EY,
- evaluation, selection or other recruitment processes conducted by our external partners (voluntarily participation with consent)
- administering our services including your profile and providing technical services (support, troubleshooting, security, updates),
- internal communication,
- processing your data globally or locally if you choose this option for other job opportunities,
- improving our services and processes,
- preventing illegal practices including fraud, maintaining and securing our infrastructure and ensuring cyber security,
- facilitating our compliance with any laws, customs and regulations which may be applicable to us including establishing or preserving a legal claim or defense where this is reasonably necessary.

Semperit AG supports other Semperit companies in processing applications and therefore might as well obtain your personal data for this purpose. We only allow access to your application and data to recruiters who need this information to perform the selection of candidates and line-managers and HR managers for the hiring process. If you choose to be considered for open positions globally that all recruiters worldwide will access your profile.

To achieve these purposes we use external support from our data processors to support us in managing our Career Page and Job Portal operated by Semperit AG: SAP Austria GmbH (candidate handling tool), project0708 (quick apply provider), Digitalwerk (career page provider), Ernst & Young (background check conductor) located in Europe and Korn Ferry (assessment tool provider) located in US. We assure you that we check security and privacy of these partners regularly and we have a data protection agreements in place including clauses covering transfers to third countries. They process only limited personal data to achieve our purposes.

Which personal data categories we process?

We process personal data of candidates who apply via our online Job Portal.

Information on the source of the personal data

We are committed to protecting your privacy and ensuring the security of your personal information. All personal data collected on our Career Page and in Job Portal is voluntarily provided by you, the candidate, during the application process. We do not obtain personal information from publicly available sources or third parties. Your data is solely entered by you and used for the purpose of evaluating your application and communicating with you regarding potential employment opportunities.

Types of data processed in the named processing activity

We process data you actively provide to us in the application process and data we obtain in the recruitment process.

We will never ask you to provide us with sensitive personal information and special categories data such as personal data revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, data concerning health, your sex life or sexual orientation, biometrics or genetic characteristics, criminal background, or trade union membership except if it is explicitly required or allowed by law in any of our jurisdictions in a given case. If you reveal sensitive, special categories of personal data, you hereby explicitly consent to the processing.

Quick apply

With our quick apply function we enable Curriculum Vitae (CV) matching based on your contact data. We only process data that is needed for your application. This contains: email address, first name, last name, telephone number, referral, comments, country/region of residence, visibility.

Job alert

If you would like to receive notification (web push notifications) when jobs become available based on your search, you can sign up for a Job Alert. We process your IP address via your browser persistent cookies which remain on your device and are used to remember your search preference to send you notifications whenever a similar position is posted. They help us improve our website and provide you with a more personalized experience.

Job Portal

When you visit our Job Portal we process data gathered with cookies, pixel tags, and other technologies which helps us enhance your experience on this site (see [Privacy Policy](#) for details on cookies). If you disable cookies and similar technologies, your experience on the site may be diminished and some features may not work as intended. We do not combine these data with your candidate profile or application. In addition we process information on your device, user identifier, operating system you use, which Semperit websites you visited, time and date of your visit. We may use and disclose these information under applicable laws only for the purposes for which we use them and disclose them as detailed in this document.

Application data in Job Portal

We process information you actively provide us with when you apply in Semperit Job Portal: your name, last name, your e-mail address, home address, country of residence and your telephone number, your availability to start the job. We also process data you provide in your Cover letter and CV such as work experience, information about your previous employment, qualifications, knowledge of languages, skills, picture, contact details, and information from your recommendation letters. If you submit any personal information about other people to us or to our service providers, you represent that you have the authority to do so and to permit us to use the information in accordance with data protection regulation. We assess your application and information you share with the recruiter, line-manager and HR in interviews or via other communication channels in the recruitment process and prepare observations.

Profile Data

In your profile you are able to view all of your data that you entered when applying for a position: email address, first name, last name, telephone number, address, cover letter, CV, previous employment details, education details, qualifications, language skills, certifications/licenses, profile visibility and jobs that you applied for at Semperit.

Professional publicly available data

We review only your publicly shared professional and business personal data published in business and employment websites or networks.

Assessments

We may ask candidates to complete an additional online assessment via our service provider's portal. We process collected responses to assessment questions which include results of the tests based on your cognitive ability, behavioral competencies, personal traits and drivers.

Internal Profile Data

If an employment contract is signed, data that you entered when applying for a position will be transferred to internal tools: name and last name, address, cover letter, CV, previous employment and education details, qualifications, language skills, certifications/licenses. We also process data to ensure the employment relationship: nationality, gender, marital status, preferred language, date of birth, work permit, business mail and telephone number, job position, agreements with Semperit and compensation info (only visible to you and HR).

The legal basis for the processing

We provide you here with information on legal ground for processing of your data which reflects regulations and jurisdictions of our group companies. Based on local jurisdiction laws you will be, if applicable, in addition informed on the processing by our local HR department.

- *Contract*

Processing of your personal data when you register and you share in your application and in your profile is necessary in order to select and decide on a suitable candidate before we enter into a contractual relationship. Data of candidates which are not selected will be deleted from the system based on the retention period and legal requirements in local jurisdiction. Processing is necessary for exercising our rights and obligations under any contractual relationship with you.

- *Consent*

Semperit will never ask you to share sensitive or special categories of your personal data, unless this is required by local law in individual cases. In this case we will notify you about the necessity of processing and effects on your rights and interests, and obtain your specific consent if applicable. If you reveal sensitive or special categories of personal data, or your picture, you hereby explicitly consent to the processing when registering on our Job Portal.

If you choose to be contacted for future open positions worldwide, we ask for your consent separately when you register in Job Portal. You have the right to withdraw your consent for specific purpose at any time, which will not affect the lawfulness of processing based on consent before its withdrawal. You can change your consent details in your profile under Search options and Privacy tab or you can delete your profile and all data will be deleted from our systems.

- *Legal obligations*

Some provided information is processed to fulfill labour and social law obligations in order to exercise the rights conferred by labour, social security and social protection law and fulfill the respective duties.

- *Legitimate interest*

We pursue our legitimate interest for the purpose of administration and management of your application, your use of the Job Portal to ensure better and efficient performance of your use of tools and application processing including services and to prevent illegal practices including fraud, maintaining and securing our infrastructure and ensuring cyber security and in case of potential legal action. We rely on the processing of your personal data under legitimate interest as we assessed that our legitimate interest does not override your interests and rights of freedoms.

The recipients or categories of recipients of the personal data

Internally, based on your preferences you mark in the Job Portal registration form, we share your application or profile data with our global and local recruiters in HR. Only when required by (local) law we share information with authorities. We do not share your information with third parties. We use data processors and we have data protection agreements in place.

Information about transfers of personal data to a third country or international organization

As an international organization, we may process your personal data in various countries to facilitate the application and hiring process. However, please be assured that the servers where your data is stored remain within Europe. This ensures that your personal information benefits from the robust data protection standards established by European data protection laws. For a comprehensive list of our global sites where your data may be processed, please visit [Semperit Group Locations](#).

The retention period (storing of data)

We store your personal data as long as this is necessary for the decision on your application and the recruitment process. The storage and retention period depends on your choices in the application process and on the categories of personal data processed.

Quick apply

For better user experience Quick Apply provides an add on in our candidate handling system which enables an easier approach to apply for a position. The system transfers your CV details into your application form. Our data processor project0708 does not store your data.

Job alert data

You can enable job alerts on your own, based on your search. As soon as you disable the notifications you will no longer be informed about new positions you could be interested in.

Job Portal usage data

See [Privacy Policy](#) for details on cookies.

Candidate data

If you have chosen to be included in our Job Portal for future suitable positions for global or local recruiters we store your personal data up to a maximum of 2 years after your first application, unless further storage is required in a specific case by law or other legal basis. You may also change, update or delete your information and data, in your profile or your profile yourself in the Job Portal or request the deletion of your information in a written form. The consent that you provide for the collection, use and disclosure of your personal data will remain valid until it is being withdrawn by you in writing.

Application data

The application data collected through our career page if you applied only for a specific open job advertisement is retained for a standard period of six months after the end of the application process (e.g. upon notification of the rejection decision), unless longer storage is required or permitted by law. This retention period is established to address potential legal inquiries or disputes that may arise concerning the recruitment process. This ensures that we comply with global data protection standards while maintaining the necessary flexibility to adhere to specific

local legal requirements. After this period, unless otherwise required by applicable law, the data is securely deleted from our systems.

If an employment, trainee or internship relationship is established following the application process, your data will initially continue to be stored to the extent necessary and permissible and will subsequently be transferred to the personnel file.

Professional publicly available data

We do not collect or store professional publicly available data of candidates, thus no data retention policies apply to this type of information. Since publicly available data is not part of our data collection practices, there is no need to store or manage it within our systems. This approach simplifies our data management processes and ensures that we focus solely on the information directly provided by candidates or obtained through authorized channels. Consequently, no further information or policies are required regarding the retention of publicly available professional data.

Background checks

Data retention of background check information is essential for maintaining thorough employee records. Once an agreement is reached with a candidate, their background check information is stored as part of their employee data. This information will be retained for the duration of their employment, ensuring that all relevant details are readily accessible for any future reference or compliance purposes. By integrating background check information into employee records, the company upholds a comprehensive and continuous documentation process, facilitating efficient human resource management and adherence to legal and regulatory requirements.

Assessments

Candidate assessment information is managed based on the outcome of the hiring process. If an employment contract is signed, the assessment data will be stored in the employee's files for the duration of their employment. If the candidate is not hired, the assessment information will be retained according to standard data retention periods, which range from 6 months to 2 years, depending on the specific legal requirements of the location. This approach ensures compliance with data protection regulations while maintaining necessary documentation for future reference.

In locations where there is no specific legal obligation for data retention based on local laws, we implement a standard retention period of 6 months for applicant information following a rejection. This policy ensures that we maintain relevant records for a reasonable duration, allowing for any potential follow-up or reconsideration while also safeguarding the privacy and data security of the applicants by ensuring timely deletion of their information after this period.

Information on the data subjects rights (the existence of the right to request access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing as well as the right to data portability)

The data subject rights and ways how to exercise them are set out in the [Semperit Privacy Policy](#).

With an written request sent to Semperit application@semperitgroup.com the data subjects can request their rights to be exercised. The data subject always has the right to access their data, rectification of inaccurate data, restriction of processing under certain conditions set out in the GDPR (EU) 2016/679, one free copy of personal data and a printout in a structured, commonly used and machine-readable format in certain cases of transfer to another controller.

Personal data that we are required to keep by law or until the expiry of a legally binding retention period, may not be erased.

The erasure of all personal data (right to be forgotten) shall be carried out by Semperit when the purpose for processing the personal data of the data subject is no longer fulfilled and when the prerequisites set out in the local legislation and in the Article 17 of the GDPR (EU) 2016/679 are fulfilled.

Based on the legal basis the data subject has additional rights:

	Erasure	Transit	Objection
Legal obligation	✗	✗	✗
Contract	✓	✓	✗ cancelation
Legitimate interest	✓	✗	✓
Consent	✓	✓	✗

Information on the right to withdraw consent

The consent that you provide for the collection, use and disclosure of your personal data will remain valid until such time it is being withdrawn by you in writing.

As a job applicant, you may withdraw consent and request us to stop collecting, using and/or disclosing your personal data by submitting your request in writing or via email to application@semperitgroup.com or by taking the desired action within your candidate profile. Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us. Whilst we respect your decision to withdraw your consent, please note that depending on the nature and extent of your request, we may not be in a position to process your job application (as the case may be). Please note that withdrawing consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Information about the right to lodge a complaint with a supervisory authority:

You have the right to lodge a complaint with a supervisory authority: [Austrian Data Protection Authority](#), Barichgasse 40-42, A-1030 Vienna

Information about processing

We recruit only through our Job Portal and process your application or profile as a requirement necessary to enter into a contract. If you do not provide necessary information we cannot proceed with the recruitment process. Please note that we can no longer consider your application once you have deleted your personal data.

Information on the existence of automated decision-making, including profiling

Semperit does not profile you or make any automated decisions. In our recruitment process, we utilize automated assessments to help eliminate biases and assist hiring managers and recruiters in forming their expert opinions. It is important to note that these assessments are not used for decision-making purposes. The final decision regarding your application is always made by a person, ensuring a fair and comprehensive evaluation. Additionally, in some cases, the recruitment process may include elimination questions designed to maintain the quality of applications. These questions are implemented solely to streamline the initial screening process and ensure that candidates meet basic role requirements.

Please do not provide us with any Personal Information if you do not agree with this Semperit Data Processing Notice – Job application and recruitment.