

1. Responsible party and contact information

Responsible party:

HARTMANN South Africa
15 Northlands Production Park
Cnr. Newmarket Road and Epsom Avenue
Northriding
2068
Phone: +27 704 7420
Fax: +27 704 7425
E-Mail: info@hartmann.info

Contact Data Protection:

HARTMANN South Africa
15 Northlands Production Park
Cnr. Newmarket Road and Epsom Avenue
Northriding
2068
E-Mail dataprotection@hartmann.info

2. Data protection principles, Candidate profile

We process your personal data in accordance with applicable privacy and data protection laws and regulations as defined by the Protection of Personal Information Act, 2013.

Before applying for an open vacancy, being included in our talent pool, etc. it is necessary to create your own candidate profile. This profile will only be visible to us when you apply for an open vacancy. You can make changes or additions to your candidate profile yourself at any time.

2.1 Purposes in the context of pre-contractual measures

This data protection notice is issued in connection with the application procedure. Your personal data is processed in order to decide on the establishment of an employment relationship with you and to process it. As part of the application process, your personal data may also be viewed by employees of various specialist departments in South Africa and abroad, but only to the extent that this – as mentioned – serves to establish the employment relationship with you.

2.2 Purposes within the scope of legitimate interests of us or third parties

We process your personal data if it is necessary to protect the legitimate interests of us or third parties, unless there are no overriding interests on your part (including fundamental rights and freedoms) that speak against such processing. Our purpose-oriented interests can be in particular:

- Internal administrative purposes;
- Statistical evaluations for corporate management;
- Measures for controlling and optimizing business processes;
- Measures for the further development of services and products;

- Identification of recruited employees for distribution of bonus;
- Testing and optimization of procedures for demand analysis;
- Comparison with national and other international sanctions lists as part of our compliance program to determine critical data (screening), insofar as this goes beyond the legal obligations. The comparison depends to a large extent on the matter in question and the circumstances of the individual case, i.e. on the risk forecast and the safety relevance of the specific activity;
- Enrichment of our data, among other things by using or researching publicly available data to the extent necessary;
- Active Sourcing (direct approach of candidates);
- Benchmarking (especially comparison of the recruitment figures of the countries and the respective recruitment period. The benchmarking is anonymous);
- Assertion of legal claims and defense in the event of legal disputes which are not directly attributable to the contractual relationship;
- Building and plant security, securing and exercising the rights of the building by taking appropriate measures (e.g. access controls) and, if necessary, by video surveillance to protect third parties and our employees and to prevent criminal offences and to secure evidence for the investigation of criminal offences, insofar as this goes beyond the general duty of care;
- Further development of existing systems and processes;
- Internal and external investigations, security checks; publications;
- Obtaining and maintaining certifications of a private or official nature for internal administrative purposes.

2.3 Purposes within the scope of your consent

We process your personal data – in each case only based on your consent – for the following purposes:

- In the context of an active application to establish the employment relationship, insofar as processing;
- Replacement of vacancies that have become vacant again, for which you originally applied, as well as for worldwide vacancies including inclusion in a talent pool to which PAUL HARTMANN AG Group companies in Germany and abroad also have access. In the last-mentioned case, we will contact you via the email address and/or phone number you have provided us with, if there is a corresponding open vacancy;
- Messages in the form of "job alerts". The basis for these alerts is your application for a specific vacancy, in the context of which you have also created your candidate profile. The specific name of the open vacancy for which you have applied serves as a keyword. You can add or delete individual "job alerts" at any time;

- Messages about career opportunities. You will be considered for customized marketing campaigns – generated by the system – if you are visible in our talent pool at the same time. Such marketing campaigns can refer to current job fairs, for example, where you can get more information about career opportunities;
- Active Sourcing - direct approach, addressed to you as a candidate.

You are not obliged to give your consent and there are no legal disadvantages for not granting your consent and can thus revoke your consent at any time. In principle, the revocation of consent is only effective for the future. Processing that took place before the revocation is not affected and remains lawful.

3. Categories and origin of the personal data we process

Insofar as it is necessary for the decision on the establishment of an employment relationship with you, we process, in addition to the personal data received directly from you, any personal data that may have been lawfully received from third parties. This may include personal data received from external service providers such as headhunters or professional network operators (e.g. LinkedIn or Xing).

Relevant personal data can be:

First name and surname, if applicable maiden name, gender, residential address, contact data, date of birth, place of birth, nationality, religious affiliation, marital status, job description, callable contact data, start / end of employment, educational background (school, studies, training etc.) and professional development, title, residence permit / work permit and its period of validity, data from identification document, qualifications (driver's license, first-aid, knowledge of foreign languages etc.) Status information (mainly pupil or student), information about certificates and qualifications, severe disability (e.g. for holiday entitlement or job description), honorary position / active membership in a club (sports etc.), information about previous employment relationships, criminal records (e.g. for security-relevant functions), photos, bank records (for travel expense accounting).

4. Recipients or categories of recipients of your personal data

We only process your personal data within the company. Within our company, those internal departments or organizational units receive your personal data insofar as they need it to fulfil the purpose and within the scope of processing. Internal data recipients are obliged in each case to use your personal data only to the aforementioned extent.

If we transfer your personal data to other persons and companies (third parties), e.g. to service

providers who provide our recruiting services or at least support us, or grant them other access to the personal data, this is only done on the basis of legal permission. However, we remain responsible to you for the legality of the data processing.

5. Storage of your personal data

First, we would like to point out that we do not delete your personal data but make it anonymous. After the anonymization process has been carried out, a reference to your person no longer exists and cannot be restored. The data protection regulations are then no longer applicable. We use the anonymized data in particular for evaluation purposes.

In principle, we process or store your personal data for the duration of the direct contact within the framework of active sourcing, for the duration of an active application process and for the duration of your activity in the candidate profile. This means that your personal data in connection with a specific application will be made anonymous at the latest 6 months after the application process has been completed (beginning especially by refusal). If we only have your application documents in paper form, we will return them to you after the end of the application procedure to our credit. The anonymization of your personal data stored in the candidate profile is done automatically in case of inactivity of 6 months (no login was made for 6 months). You will be informed about this in advance by email. By logging in again, the period is automatically extended by a further 6 months. The prerequisite in each case is that there is no active application. If you set up a "deletion" in your candidate profile yourself, the anonymization will take place automatically 6 months after setting up.

We would like to point out that the withdrawal of a consent granted by you for the purposes mentioned in No. 2.3 above only has the effect that the respective processing (e.g. sending of "Job Alerts") is stopped by us. No personal data will therefore be anonymized by the withdrawal.

6. Scope of your obligations to provide us with your personal

You only need to provide personal data that is necessary for the decision on the establishment of the employment relationship or that we are legally obliged to collect (e.g. to provide evidence to authorities). Without this personal data, we will generally not be able to carry out the application process. If we request additional personal data from you, you will be informed separately about the voluntary nature of the information.