

# Applicant Data Privacy Notice



## 1. Responsible party and contact information

### Responsible party:

HARTMANN USA  
481 Lakeshore Parkway  
Rock Hill, SC 20730  
Phone: 803-325-7600  
E-Mail: [diane.marsilio@hartmann.info](mailto:diane.marsilio@hartmann.info)

### Contact Data Protection:

PAUL HARTMANN AG  
Department CFO-DPM / DPO  
Paul-Hartmann-Straße 12  
89522 Heidenheim  
E-Mail: [datenschutz@hartmann.info](mailto:datenschutz@hartmann.info)

## 2. Scope of this notice

As part of any recruitment process, HARTMANN USA collects and processes personal data relating to job applicants so as to assess their fit for an open position. Our organization is committed to being transparent about how we collect and use that data as well as meeting the data protection obligations set forth under the General Data Protection Regulation (GDPR).

## 3. Information we collect

HARTMANN USA collects personal data from you in connection with your job application. This includes but is not limited to:

- Your name, address and contact details, including email address and telephone number;
- Username and password;
- Work authorization status;
- CV, résumé, cover letter, previous work experience, and education information;
- Details of your knowledge, skills, and abilities;
- Professional and other work-related licenses, permits, and certifications held;
- Information related to any assessment you may take as part of the interview screening process;
- Referral names and contact information for referrals;
- Information relating to character and employment references; and
- Any other information you elect to provide to us (e.g., employment preferences, willingness to relocate, current salary, desired salary, awards, or professional memberships).

## 4. How we use your personal data

HARTMANN USA will use your data for the purposes of recruiting for roles for which you apply, and seeking to provide you and us with suitable options for roles with HARTMANN worldwide, which includes:

- Communicating with you about career opportunities;

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- Assessing your skills, qualifications and interests against our career opportunities;
- Verifying your information and carrying out reference checks and/or conducting background checks if you are offered a job;
- Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at HARTMANN;
- Creating and/or submitting reports as required under any local laws and/or regulations, where applicable;
- Where requested by you, assisting you with obtaining an immigration visa or work permit where required;
- Making improvements to HARTMANN's application and/or recruitment process including improving diversity in recruitment practices;
- Complying with applicable laws, regulations, legal processes or enforceable governmental requests; and/or
- Proactively conducting research about your educational and professional background and skills and contacting you if we think you would be suitable for a role with us.

You are responsible for providing information that is accurate, complete and up to date when you submit it through the online application. You can check, change and update your data at any time by logging in to our career website.

Insofar as it is necessary for a 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, Indeed).

## 5. How we protect your personal data

We take care to share your personal information only with those who really need it in order to perform their tasks and duties. Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff, if access to the data is necessary for the performance of their roles.

We maintain (and require our service providers to maintain) appropriate organizational and technical measures designed to protect the security and confidentiality of any personal information we process.

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## 6. How we retain applicant data

We will store your data for no longer than legally permitted for the lawful purposes for which we obtained it. We do not delete your personal data, but make it anonymous when there has been no activity on your profile for 12 months, unless applicable law establishes a shorter or longer retention period. We reserve the right to use anonymous data for any legitimate business purpose without further notice to you or your consent.

If HARTMANN USA hires you, the data you submitted through the online application and the information that we collect during the application process will become part of your personnel file, and may be used to administer the employment relationship and for related reporting and recordkeeping purposes. The Company will retain this information for the duration of your employment relationship with the Company, and for as long thereafter as permitted or required by applicable law.

By submitting this job application, you consent to the storing of your personal data that you provide by HARTMAN USA to whom you are applying.

## 7. Your rights

Data protection or privacy law regarding your personal data varies based on the applicable jurisdictions. HARTMANN USA's policy is inclusive of regulations established for California residents, as well as European Union residents and citizens. You have the right to:

- access and obtain a copy of your data on request;
- be informed about your personal data;
- correct any personal data that is inaccurate;
- have your personal data anonymized;
- restrict or suppress your personal data;
- object to the processing of your personal data; and
- object to how your personal data is used in automated decision making, if applicable.

You have the right to withdraw your consent to the processing of your personal data at any time with effect for the future.