

	<h1>Data Protection for Candidate</h1> <p>Process owner: QHSE, RH</p> <p>Distribution: QHSE, RH, GL, Egger Group, Candidate</p>	<h2>PO 330.1</h2>
		<p>Recording: QHSE, 10 years</p>
		<p>Version: 1.2, 01.09.2020</p>
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I. Introduction (objective and responsibility)

1. Aim	<p>a) Take the necessary steps to ensure protection of the candidate's personal data.</p> <p>b) Inform and obtain the candidate's consent via their signature on this document.</p>	 
2. Scope	The Egger Group, with the exception of Egger Pumps (Shanghai) Co., Ltd., in the development and production of pumps and valves.	
3. Organisation	<p>Individuals must be informed of their rights and explicitly consent to the collection and processing of their personal data. In the event of any data breach, the individuals concerned must be notified within 72 hours.</p> <p>Personal data may only be collected and processed for specific and legitimate use relating to the activities of the processing responsible. Only the data strictly necessary for processing purposes may be collected. Personal data may only be kept for as long as necessary for the relevant processing activity. All necessary measures to secure personal data (confidentiality, integrity and availability) must be put in place.</p> <p>The collection of sensitive data is not permitted (i.e. relating to health, religion, ethnicity, politics, sexuality, personality, disability, personal circumstances, etc.).</p>	
4. Responsibility	The data protection responsables are the responsables of the processing.	

II. Modification (procedural development)

Date	Version	Status and modification (chapter or detail)	Author
24.09.2019	En (version 1.0)	Creation of the procedure (new document)	Ro
17.03.2020	En (version 1.1)	Point of contact for data protection (chap. XIII)	Ro
01.09.2020	En (version 1.2)	Point of contact for data protection (chap. XIII)	Ro

III. Validation

Version	Redaction	Control	Approval
1.2	ROMAIN Olivier QHSE 01.09.2020 	KRÄHENBÜHL Francis CEO 01.09.2020 	GRIMM Michel CBDO 01.09.2020 

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V. Welcome to Egger Group

We are pleased that you are interested in applying or have applied for a position with our company. We would like to provide you with the information below about how your personal data is processed in connection with your application.

VI. Who is responsible for processing the data?

In terms of data protection law, responsibility is depending on the area within the Egger Group that is dealing with your application.

More information can be found on the website:

<https://www.eggerpumps.com/en-us/company/policies>

VII. What data is processed and for which purpose?

We process the information you have provided to us in connection with your application in order to assess your suitability for the position (or any other vacancy within our company) and to complete the application process.

VIII. What is the legal basis for this document?

The legal basis for the processing of your personal data for the application process is predominantly § 26 BDSG (German Federal Data Protection Act) in the version of 25.05.2018. Accordingly, processing of the data required for the purposes of decision-making in the context of establishing an employment relationship is authorised.

If the data is necessary for the purposes of prosecution after processing the application, the data may be processed on the basis of the requirements of Article 6 of the EU GDPR Regulation, particularly for the exercise of legitimate interests in accordance with Article 6(1)(f) of the Regulation. Our interests are subsequently based on asserting or defending claims.

IX. For how long is the data stored?

Data relating to candidates without a contract of employment shall be erased after 6 elapsed months. If you have consented to the storage of your personal data, we will transfer it to our pool of candidates. The data will be deleted from there after two elapsed years.

If the employment contract has been awarded to you as part of the application process, the applicant data will be transferred to our personnel information system.

X. To which recipients will the data be disclosed?

The data pertaining to your application will be reviewed by the Human Resources Department upon receipt. The appropriate applications are then forwarded internally to the departmental heads for the relevant vacant position. Essentially, only persons within the company have access to your data as far as is required for proper execution of the application process.

XI. Location of the data processing

The data is processed exclusively in the country of your application.

XII. Your rights as a "data subject"

You have the right to obtain information about the personal data we process about you.

If a request for information is not made in writing, we reserve the right to ask you for proof of your identity.

You also have the right to correct, delete the data or limit the data processing to the extent that you are legally entitled to do so.

In addition, you have the right to object to the data processing within the framework of the legal requirements. The same applies to the right of data portability.

XIII. Point of contact for data protection

Companies recruiting on behalf of Egger Group must in principle have their own contact person for this domain.

For Emile Egger & Co. GmbH (Mannheim):

Rechtsanwalt Rui Mayer
grosshandel-bw Service GmbH
Friedrichsplatz 9
68165 Mannheim
Tel. +49 621 15003-23
Mobil +49 1520 1848895
E-Mail: mayer@grosshandel-bw.de

For Emile Egger & Cie SA (Cressier):

Data protection officer
Route de Neuchâtel 36
CH-2088 Cressier NE
E-mail : dpo@eggerpumps.com

XIV. Right of appeal

You have the right to register a complaint about the processing of your personal data to a relevant data protection supervisory authority.

XV. Consent of the candidate concerned

I, the undersigned _____, declare that I have read this document and agree to its terms.

Date : _____ Signature : _____

XVI. Associated documents (Emile Egger & Cie SA)

NAME OF DOCUMENT	REFERENCE	PATH (computer directory)
Company charter (fr)	FO 221.1	P:\ISO\Public\06_Support Systèmes\03_Règlements d'Entreprise
Data protection code of conduct	FO 221.7	P:\ISO\Public\06_Support Systèmes\03_Règlements d'Entreprise
IT policy guidelines	FO 320.2	P:\ISO\Public\06_Support Systèmes\03_Règlements d'Entreprise
HR process (fr)	MPRO 330	P:\ISO\Public\01_Management Processus