

Online Employment Application Privacy Statement

Bertelsmann SE & Co. KGaA and its subsidiaries and joint venture partners (“we” “our” or “us”) welcome you to our online job application platform. The protection of personal data is important to us. This privacy statement tells you how we handle personal information you provide to us as an applicant or employee of one of our companies. As a general matter, we comply with all local, state and national data protection laws.

Collection and processing of personal data

Personal data is information that can be used to identify you, such as your name, postal address or email address. By completing an on-line employment application, you consent to the collection, processing and use of your personal data. Your personal data will be processed to consider your application for employment, and, if you are hired for a position with us, the information you provide to us in your employment application and candidate profile may be used as a part of our on-boarding and human resources information management processes.

Depending on the position for which you are applying, a pre-employment background screening might be required. We comply with all local, state and national laws regarding notification and use of pre-employment background screenings.

Categories of data processed

If you are applying for a position with us, we will process the following types of information about you:

- Personal details, such as name, date of birth, occupation, country of residence and national insurance or social security number, or equivalent;
- Contact details for your work and personal details, such as email address, postal address and/or telephone number;
- Identification documentation, such as a photocopy of your passport, driving license, ID card or other documentation required by local law. Copies of these documents may include a photograph of your face and shoulders;
- Information necessary to comply with national affirmative action and equal opportunity laws (which may include sensitive data); and
- Other information you provide to us through our recruitment process.

If you are a current employee of ours, we may collect the following information about you as a part of our human resources management:

- Your name, work email address and other work contact details;
- Your role, position or job title within your employment;
- In some circumstances, identification documentation, such as a photocopy of your passport, driving license, ID card or other documentation required by local law. Copies of these documents may include a photograph of your face and shoulders;

- Information necessary to comply with national affirmative action or equal opportunity laws (which may include sensitive data);
- HR related records, such as training, performance assessments, absence and time-keeping records, disciplinary, grievance or capability proceedings, background check; and
- Details of your access to our premises and to systems, software, and websites.

Accuracy and completeness

We make every effort to maintain the accuracy and completeness of your personal information. However, you can assist us with this considerably by keeping your candidate profile up to date and by promptly contacting us if there are any changes to your personal information or if you become aware that we have inaccurate personal information relating to you.

How we use your personal data

We may process your personal data for any of the following purposes:

- To consider your suitability for any of our current or future employment opportunities and to confirm your references and educational background;
- For general human resources administration, including payroll and benefits, training and development, performance management, sickness and absence management, grievance and disciplinary procedures, equal opportunities monitoring, business continuity planning;
- For internal finance management, including personnel expense reimbursement, travel and time-keeping;
- For monitoring and assessing compliance with our policies and standards;
- For administrative purposes in relation to the security and access of our systems, premises, platforms and secured websites;
- To comply with our legal and regulatory obligations and requests anywhere in the world, including reporting to and/or being audited by national and international regulatory, enforcement bodies; and
- To comply with court orders and exercise and/ or defend our legal rights.

When we may disclose your personal data

We do not and will not sell, rent or trade your personal data. We will only disclose your personal data in accordance with your elections when you created your account and in the ways set out in this privacy statement as follows:

- To any entity within Bertelsmann group for employment related purposes;
- To third parties who process your personal data on our behalf (such as our systems, background check or employee payroll providers); and
- To any national and/or international regulatory, enforcement or exchange body or court where we are required to do so by applicable law or regulation or at their request.

How long we maintain your personal data

We will only retain your personal data for as long as necessary to fulfill the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements. However, if you wish to have your personal data removed from our databases, you should contact our data protection representative at candidatesupport@bertelsmann.com.

How we update or change this privacy statement

We may change or update parts of this privacy statement in order to maintain our compliance with applicable law and regulation or following an update to our internal practices. We will do this by updating the wording on this webpage and updating the publication date at the top of this page, although, please be aware, you will not necessarily be directly notified of such a change. Therefore, please ensure that you regularly check this privacy statement so you are fully aware of any changes or updates.

Cookies

Cookies are small internet files that are temporarily stored on your hard drive. They are used only to collect information concerning the usage of the PeopleNet website, enabling the site to recognize your computer the next time you visit the site. Cookies contain no personally identifiable data. Depending on your settings, your Internet browser will automatically accept cookies. However, you can change your settings and choose to access our site without cookies.