



Privacy Policy for Applicants (m/f/x)

As of May 2020

This Privacy Policy explains how Crown Gabelstapler GmbH & Co. KG processes your personal data in relation to your application process.

This Privacy Policy does not apply to websites not offered by Crown Gabelstapler GmbH & Co. KG. Please note that we cannot assume responsibility for the content of third-party websites nor for their compliance with the requirements of data protection law. Please review the data protection provisions of the other websites.

1. Controller and Data Protection Officer

The controller for data processing in the context of your application process via this site is:

Crown Gabelstapler GmbH & Co. KG
Philipp-Hauck-Strasse 12
85622 Feldkirchen, Germany
Tel: +49 (89) 93002-0.

You can contact our Data Protection Officer at the above address or at this e-mail address: EU-DataProtection@crown.com.

2. What personal data do we process and for what purposes?

(a) Usage data

During every visit to our websites, web servers temporarily record technical details regarding your computer or device in order to show you the content of our websites. The processed data contain the IP address, date and time of the access, the transferred volume of data and the type and version of browser used, the address of the previously visited website, and the operating system of your device. In addition, the device settings, such as the screen resolution, are recorded when you access our websites from a mobile device. These data are processed in our legitimate interest (Art. 6(1) sentence 1(f) GDPR) to show you the respective website.

(b) Data processed when submitting your application via this site

When you submit your application via our site, we will process the data you provide at the time, i.e., your first and last name, e-mail address, and the potential start date of your employment, in order to decide about making an offer to you and to contact you for this purpose. We will also process additional information you have provided, such as your telephone number, as well as the personal data included in your cover letter, your CV, and any additional documents (such as credentials, employer references, or certificates). If you decide to share data from digital networks (e.g., Xing, LinkedIn, or Softgarden) with us, the data contained there, including but not limited to your CV, contact data, and name, will be transmitted to and processed by us. Furthermore, you may in certain cases voluntarily share other data from your digital networks with us that will be then processed by us.

Processing these personal data is necessary for handling your application, i.e., to decide whether to form an employment relationship (Art. 26(1) German Federal Data Protection Act (BDSG)). In addition, these and all other data provided by you that are not necessary for processing your application will be processed based on your consent (section 26(1) BDSG) and is in our legitimate interest (Art. 6(1) sentence 1(f) GDPR) in processing your application.

We will also process your answer to the question how you found out about us. This processing is in our legitimate interest (Art. 6(6) sentence 1(b) GDPR) in further developing and evaluating our advertising activities.

If you are hired, we will process the personal data provided by you as part of our human resources management, if applicable. This processing is necessary for purposes of implementing the employment relationship (section 26(1) BDSG).

(c) Video interviews in the application process

The application process may be conducted in whole or in part by way of a video interview. This enables both the applicant (m/f/x) and us to come into direct contact with each other in the application process without the applicant (m/f/x) having to travel to our offices. No records of the applicant's (m/f/x) audio and video recordings are prepared during the video interview.

The purpose of the processing is to simplify and speed up both the application process and the hiring decision. The legal basis for collecting the applicant's (m/f/x) data in the course of conducting a video interview is section 26(1) sentence 1 BDSG.

Participating in a video interview is not prescribed by law or by contract. However, depending on the specific case, this participation may be required for purposes of carrying out the application process, e.g., if the applicant (m/f/x) cannot attend an in-person interview because of a large

geographical distance, high travel costs, or legal restrictions on travel. Therefore, failing to provide the data may mean that the application process cannot continue in a specific case.

(d) Data processing when feedback is provided

To optimize our application procedures, you are given the opportunity to provide feedback at several points in the application process. If you do this, the title and location of the position for which you have applied, as well as all personal data potentially included in the feedback provided by you, will be processed.

This processing is in our legitimate interest (Art. 6(1) sentence 1(f) GDPR) in further developing and evaluating our career page.

(e) Data processing when subscribing to our career newsletters

If you subscribe to new job offers via our e-mail newsletter or our RSS feed, you have the option to enter the target group, job group, and the desired location. If you subscribe to our e-mail newsletter, we will process your e-mail address in addition to any specification criteria provided. If you subscribe to our RSS feed, your usage data described in (a) above will be processed.

These personal data are processed on the basis of your consent (section 26(1) BDSG; Art. 6(1) sentence 1(a) GDPR).

(f) Data processing when you contact us

When you contact us via mail, e-mail, or telephone, the personal data then provided by you will be stored and processed by us for handling your inquiry and in case of follow-up questions. Processing your personal data is necessary for contract performance (Art. 6(1) sentence 1(b) GDPR), i.e., to handle and respond to your inquiry.

(g) Cookies and similar technologies

We use cookies and similar technologies to enable you to use our websites and to offer you an optimal user experience. Cookies are small, often encrypted, text files that are stored in your browser directory and record technical details and information about your use of our websites (e.g., the pages you visited, the settings you configured in the menu area, and the information you entered on forms).

We use functional cookies to enable you to use our website in a meaningful manner, e.g., to prevent you from having to adjust your settings every time you switch back and forth between different web pages.

In addition, we use analysis cookies. Analysis cookies enable us to analyze the use of our websites and continuously improve our websites and make them more user friendly.

The legal bases for any processing of personal data via cookies and the storage period of such data may vary. If you have granted us your consent, the legal basis is Art. 6(1) sentence 1(a) GDPR. If the data processing is performed based on our overriding legitimate interest, the legal basis is Art. 6(1) sentence 1(f) GDPR. In that case, the stated purpose is in our legitimate interest.

We use cookies to ensure the proper operation of our website, provide basic features, measure the website's audience, and – with your consent – customize our services to your preferred areas of interest.

You can deactivate the use of cookies by adjusting your browser's user settings accordingly. However, you can also configure your browser to accept only certain cookies or to notify you before a new cookie is set so that, in each case, you can decide if a cookie will be set. You will find more information about these settings on your browser's Help pages. Since some of our websites' features are based on cookies, we suggest that you accept cookies on our websites. Otherwise, you may not be able to use certain features of our websites in full or at all.

You will find more information about cookies at: www.meine-cookies.org.

We use the following functional cookies:

- **JSESSIONID**

Our site uses this cookie to ensure that information does not have to be input again when you switch between different web pages. The cookie assigns a unique identification number to every browser session and stores the information entered by the user. The cookie is utilized to make the website you have called up reasonably useful (Art. 6(1) sentence 1(b) GDPR). This is also in our legitimate interest (Art. 6(1) sentence 1(f) GDPR).

We use the following analysis cookies or services:

- **sgstreamid**

This cookie enables us to recognize applicants (m/f/x) who arrive on our site after visiting a job portal featuring one of our ads by clicking on the link provided there and subsequently apply for a job via our site, so that we can analyze the sustainability of utilizing external job portals. The cookie processes the user's IP address, the last two digits of which have been truncated. This processing is in our legitimate interest in the analysis described above (Art. 6(1) sentence 1(f) GDPR). The data are stored for 30 days and then erased.

- **Google Fonts**

We use Google Fonts in order to display fonts on our website. Google Fonts is a service of Google Ireland Limited ("Google"), of Gordon House, Barrow Street, Dublin 4, Ireland. If individual pages of this website are called up, a font is retrieved from the font database each time. In addition, the user's respective IP address is collected and transmitted in pseudonymous form to Google in the USA. Google is Privacy Shield certified. You will find more information about this at <https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>.

This data processing is in our legitimate interest in integrating current fonts and increasing the availability of our website (Art. 6(1) sentence 1(f) GDPR). No cookies are stored, and no other identifying characteristics are processed. The data concerning the retrieval of the fonts are stored for up to 365 days. You can opt out of the data processing by adjusting your browser settings (e.g., blocking the API from Google Fonts). However, this may mean that the web pages no longer display correctly. You will find Google's privacy policy, along with additional information, here: <https://policies.google.com/privacy?hl=de>.

3. What data do we share, with whom, and why?

(a) To the extent that we integrate service providers into the processing of personal data (e.g., software, website hosting or other IT service providers), we only do this after we have entered into a contract data processing agreement in which we require our service providers to comply with the strict data protection requirements of the European Union, to process personal data only for the services requested by us or in accordance with our instructions, and to keep such data confidential. This applies, in particular, to our service provider Softgarden, which supplies the software for processing application data and processes the data under contract with Crown Gabelstapler GmbH & Co. KG.

(b) In other cases, we only disclose your personal data if, for example, we are required to do so by law or by official order or court order (Art. 6(1) sentence 1(c) GDPR) or if you want us to do so and have consented to the disclosure (Art. 6(1) sentence 1(a) GDPR).

(c) When we send your personal data to countries outside the European Economic Area which lack an adequate level of data protection, we take suitable measures before each transmission to ensure that your personal data are fully protected at all times, particularly by concluding the standard data protection clauses adopted by the European Commission. Upon request, you can obtain a copy of the suitable and reasonable guarantees we have implemented here: EU-DataProtection@crown.com.

4. What rights do I have as a user?

- By using the aforementioned contact data or e-mailing us at EU-DataProtection@crown.com, you can exercise your rights under law (Art. 7 (3), 15-18, 20-21, 77 GDPR). You have the right to obtain at any time information regarding your personal data stored by us.
 - to demand the rectification of incorrect data or the supplementation of incomplete data.
 - to demand the erasure or restriction of the personal data relating to you.
 - to have the data you provided, which we process on the basis of your consent or in the performance of a contract, released to you or a third party in a commonly used, machine-readable format. If you demand the direct transfer of the data to another controller, this will be done to the extent technically feasible.
 - to withdraw your consent to data processing at any time. The withdrawal of consent does not affect the lawfulness of the data processing performed up until the withdrawal. If you no longer wish to receive the career newsletter, you can click on the appropriate unsubscribe link, which you will find at the end of every newsletter.
 - to file complaints with a supervisory authority.
- You have the right to object to the processing of your personal data in accordance with Article 21 GDPR to the extent that your personal data are processed on the basis of legitimate interests in accordance with Art. 6(1) sentence 1(f) GDPR, if there are grounds arising from your particular situation. If you wish to exercise your right to object, you only need to send an e-mail to widerspruch@crown.com.

5. Duration of data storage

Once the application is complete, your data will be stored for six months if your application is denied or you fail to accept an offer.

If you are hired, we will process the personal data provided by you in order to set up your personnel file and perform human resources management, as necessary, and we will store the data for the duration of your employment. For more information, please consult the Data Protection Notices for Employees.

6. Updates to this Policy

This Privacy Policy is regularly reviewed and updated. You can inform yourself of the latest changes at any time on this page.



7. Whom can I contact if I have questions?

If you have questions about this Privacy Policy or about data protection at Crown, feel free to contact us anytime at EU-DataProtection@crown.com.