

## **Data protection notice for the applicant management process at Bosch Group**

### **We want you on our team!**

In this privacy notice, we inform you how your personal data is processed in the applicant management process at Bosch Group. Additionally we inform you about your rights under applicable data privacy laws.

### **Bosch respects your privacy**

Protecting your personal data and ensuring the security of all our business data are important concerns for us. We always consider these concerns in our business processes. The personal data collected when you apply online is treated confidentially and strictly in accordance with the statutory provisions.

Data privacy and information security are an integral part of our corporate policy.

### **Data controller**

The Bosch Group legal entity to which you submit your application using the application management system is responsible for processing your data. You will find the contact details of that legal entity in the job advertisement in the application management system. The respective addresses of the Bosch legal entities can also be found in the *Annex 1* of this data privacy notice.

### **Data categories processed**

The following are the main categories of personal data processed:

- Master data (e.g. name, date of birth, nationality, place of residence)
- Documents (e.g. references, certificates, résumés)
- Education and training details (e.g. data about school education, university, professional qualification)
- Organizational data in case of internal applications (e.g. personnel number, cost center, department)
- Communication data (e.g. e-mail address, (cell) phone number, IT user ID, audio and film recordings)
- Audio visual recording in the selection process for the Junior Managers Program (JMP)
- Log data recorded while using IT systems

### **Purposes of processing and legal bases**

Purposes of processing and legal basis We, and the external service providers we commission, process your personal data in compliance, where applicable, with data privacy laws and with any other applicable national laws.

All the processing of personal data is to be carried out with respect to the privacy principles of the C/ISP (Central Directive "Privacy").

The personal data processing takes place during the applicant management process particularly for the purpose of preparation for an employment relationship with a legal entity of the Bosch Group.

### **Application process**

The easiest way to apply for a job at Bosch is a direct application for a position advertised on one of our job portals, where you enter your data in the candidate profile created individually for the advertised position. You hereby have the possibility to send us the data by connecting to a social network, by a manual input and/or by using "CV Parsing" (Transferring some data from your CV to our job portal)

We keep you up to date on the status of your application via e-mail.

During the application process, we will ask you whether we are allowed to forward your application data to other suitable open positions. If applicable, we may also offer you membership in a Bosch applicant community.

### **Membership of a Bosch applicant community**

If you become a member of one of our applicant communities upon invitation, you have the option to publish your data entered by you including the all the applications in the respective country for all the team members of the personnel department of the Bosch group in the respective country. By becoming a member of the community, you consent to be informed about interesting open positions and events. This may take place via e-mail or telephone. You may withdraw your consent at all times with effect for the future by contacting [SupportDeutschland.HRIT@de.bosch.com](mailto:SupportDeutschland.HRIT@de.bosch.com). The invitation to join a Bosch applicant community may take place in form of a job advertisement but it includes a clear instruction that it relates to an applicant community.

### **Participation in Bosch recruiting events**

Some Bosch locations organize Recruiting-Events in order to win potential candidates for multiple, similar job advertisement. Special event pages on different internet platforms inform about the contents of these events. You may apply for participation in these events by uploading your application in our application system via the link created for this purpose.

### **Collecting of personal data**

As a rule, your personal data is collected directly from you during the hiring process. The data from the paper applications is transferred manually to the application system. You receive an email in order for you to activate your manually created application. In this email, we inform you, whether we will send your paper application back or shred it. If you do not activate your application within 30 days, your data is deleted from our application management system and you will not be considered any further in the selection process.

Additionally, you have the possibility to be referred by a Bosch Group employee. For this purpose, you need to give your application documents to this employee, who then uploads it in the application management system. You receive an email with which you can activate your application. If you do not activate your application within 30 days, your data is deleted from our application management system and you will no longer be considered in the selection process. Your application is linked with the employee who uploaded it in the application system. This helps us in identifying that this employee has referred you. Furthermore, this employee can track the status of your application (invitation, rejection etc.) on an overview page but has no access to the details of the application process.

Staffing of particularly sensitive job positions may require a further check of your application data and your career path. The result of this check is documented in the application management system. We inform you about such checks in a transparent manner in the framework of our job advertisements. This check takes place taking local legal requirements into consideration and by involving carefully selected service providers.

### **Recipients of your personal data**

#### **- Within a legal entity of the Bosch Group**

Only the people involved in the application process (e.g. line managers and associates of the recruiting department, HR associates and associate representatives) have access to your personal data for the purposes mentioned above within the legal entity of the Bosch Group to which you have applied.

#### **- Other legal entities within the Bosch Group**

Other legal entities are data controllers themselves. The above mentioned persons involved in the recruiting process may belong to different companies of the Bosch Group.

In case of your appointment, your data is transferred from our application management system to our Local HR-administration systems. In this process, your data may be transferred to a different local legal entity and will thereafter be processed as employee data. An exchange of your personal data with other local legal entities within the Bosch Group takes place especially in order to fulfill the contracts as well as due to our legitimate interest to organize the internal workflows (e.g. Shared Services, execution of transfers or relocations across legal entities).

### **Recipients outside the Bosch Group**

We may disclose your personal data to other data controller only if necessary for the application, if the third party or we have a legitimate interest in this disclosure, or if you have provided your consent. You will find the details of the legal bases in the section "Purposes of processing and legal bases."

### **Contractors and service providers (data processors)**

Additionally, we use service providers to fulfill our contractual and legal obligations among other things. If these service providers processes personal data on our behalf, we have concluded the required contracts with them under the data protection law.

We select our service providers carefully and monitor them on a regular basis, especially regarding their diligent handling and protection of the data that they store and process. All service providers are obliged to maintain confidentiality and to comply with the statutory provisions. Service providers may also be other companies of the Bosch Group.

You will find a list of our contractors and service providers (with whom we have a long-term or ongoing business relationship) in *Annex 1*.

**Duration of storage (in Ghana)**

We delete your personal data, as soon as the processing purpose for which the data was gathered or processed is no longer valid and the retention periods for data storage as per the respective national law are expired.

Your personal data is deleted after the conclusion of the application process by rejection from our side or withdrawal from your side (hereafter called “conclusion of application process”) as soon as we no longer need them. This period is of maximum 2 years after the respective application process ends.

**Security during data processing**

We take all the necessary technical and organizational measures to ensure appropriate levels of security and to protect your personal data particularly from the risks of unintended or unlawful destruction, manipulation, loss, alteration, or disclosure to or access by unauthorized third parties. We are constantly trying to improve our security measures and keep them state of the art.

**Rights of users**

If you wish to assert any of your rights, please refer to the Contact section. While contacting us, please ensure that you can be identified individually.

**Right of access and information:**

You are entitled to receive information from us about the processing of your data. You may assert your right of access with respect to any of your personal data processed by us.

**Right to rectification or erasure:**

You may demand that we correct the incorrect data and complete the incomplete data or erase your data; provided the statutory requirements are met.

**Restriction of processing:**

Provided the statutory requirements are met, you may demand that we restrict processing of your data.

**Objection to data processing in cases of “legitimate interest”:**

You are also entitled to object at any time to our processing your data, provided you can lawfully claim a legitimate interest. In such case, we will cease processing your data; unless we can demonstrate – in accordance with the statutory provisions – compelling legitimate grounds to continue its processing that outweighs your interests.

**Withdrawal of consent:**

If you have provided us your consent to process your data, you may withdraw it at any time with effect for the future. This shall have no effect on the lawfulness of our processing of your data prior to withdrawal of consent.

**Right to complain to a data privacy authority:**

You are entitled to file a complaint with a data privacy authority. You can contact either the data privacy authority responsible for your place of residence or the data privacy authority responsible for the Bosch Group.

The data privacy authority responsible for the Bosch Group is ‘Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit’

**Office address:**

Königstrasse 10a  
70173 Stuttgart, Germany

**Postal address:**

P.O. Box 10 29 32  
70025 Stuttgart

GERMANY

Phone: +49 (0)711/615541-0

Fax: +49 (0)711/615541-15



**BOSCH**

E-mail: [poststelle@ifdi.bwl.de](mailto:poststelle@ifdi.bwl.de)

**Update of the data protection notice**

We reserve the right to adjust our security and data protection measures. In such cases, we will amend our data protection notice accordingly. Therefore, notice the current version of our data protection notice in the job advertisement.

**Contact information of the data protection officer**

You can reach our data protection officer under:

Data protection officer

Information Security and Privacy (C/ISP)

Robert Bosch GmbH

Postbox: 30 02 20

70442 Stuttgart

DEUTSCHLAND

E-Mail: [DPO@bosch.com](mailto:DPO@bosch.com)

To assert your rights or to notify a data protection incident please use the following link:

<https://www.bkms-system.net/bosch-datenschutz>

As on: January 2020

**Annex 1:  
GDPR Data Privacy Notice**

<b>Service Provider</b>	<b>Processing</b>
SmartRecruiters GmbH Dircksenstr�a�e 47 10178 Berlin SmartRecruiters SP. Z o.o. Fabryczna 20, 31-553 Krakow, Poland SmartRecruiters Inc. 225 Bush Street, San Francisco, CA 94104, USA	Provision and development of the cloud platform ("Software as a Service") for the above purposes. Processing of the provided personal data.
Signum GmbH Rungestra�e 19 10179 Berlin	Processing of the personal data for career path check
Amazon Web Services Inc. 10 Terry Avenue North Seattle, WA 98109-5210, USA	Provision and operation of the technical infrastructure for the Cloud-Platform ("Platform as a Service")
SendGrid Inc. 1801 California Street Suite 500 Denver, Colorado 80202, USA	Processing of the generated email communication between BOSCH and the applicant
Text Kernel BV Nieuwendammerkade 28A17 Amsterdam, Noord-Holland 1022 AB The Netherlands	Provision, operation and further development of the application to import the data from CVs (CV-parsing)
I.K. Hofmann Projektmanagement GmbH Lina-Ammon-Str. 19 90471 N�urnberg	Processing of personal data for video interviews / selection process
Catalytic Inc. 954 W. Washington BLVD Suite 700 Chicago, IL 60607	Processing of personal data for reimbursement of personal job interview expenses.