

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

### **1. 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. Personal data is all data that refers to an identified or identifiable natural person, such as date of birth, address or invoice data, and data that is specific to their identity.

The personal data you have entered in our applicant management system will be processed by the relevant legal entities of the Bosch Group for the purpose of processing your application and with the objective of filling vacant positions in one of the companies at Bosch Group. At Bosch Group, the process of filling vacancies involves several members of our HR departments, together with the respective managers and if required also the members of the respective department responsible for the recruitment process. As these people may belong to different companies of Bosch Group, your data may be exchanged within the Bosch Group all over the world.

### **2. 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.

### **3. Contact details of the data controller**

The Bosch Group in Japan legal entity to which you submit your application is responsible for processing your data. You will find the contact details of the Bosch Japan legal entities in *Annex*.

### **4. Applying for positions advertised on our job portal**

The easiest way to apply for a job at Bosch is a direct application for a position advertised on one of our job portals. Your application will be assessed as per our internal processes.

Paper applications are entered manually in our applicant management system and then either returned to you or destroyed. You will receive an e-mail allowing you to activate your application once it has been manually entered in the system. If you do not activate your application within 30 days, your data will be deleted from our applicant management system and you will be removed from the selection process.

You also have the option to make use of your own personal network and submit your application via an associate of the Bosch Group. Simply forward your résumé to the associate, who will then upload it to the applicant management system. You will then receive an e-mail allowing you to activate your application. If you do not activate your application within 30 days, your data will be deleted from our applicant management system and you will be removed from the selection process. We can recognize that a Bosch associate has recommended you. The associate in question can see an overview of the status of your application, but cannot see any further details of your application process. We keep you up to date on the status of your application by e-mail. You are free to edit your data or withdraw your application at any time during the application process. To do so, you require a SmartRecruiters profile, which you can create on the SmartRecruiters website. During the application process, you will be alerted via e-mail about any other vacancies that may be of interest to you. If applicable, we may also offer you membership in a Bosch applicant community.

## **5. Membership in a Bosch applicant community**

If you are invited to join one of our Bosch applicant communities, you can publish your personal data to all HR departments of the Bosch Group. You are free to accept or reject the invitation to this community. If you accept, it enables us to inform you about the future vacancies and make your personal data available for these vacancies. You may delete your profile in the Bosch applicant community at any time.

## **6. 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)
- Claims for travel expenses (e.g. bank account details)
- Communication data (e.g. e-mail address, cell phone number, IT user ID)
- Log data recorded while using IT systems

## **7. Sources of personal data**

As a general rule, your personal data is collected directly from you during the application process. When particularly sensitive positions are being filled, an additional check of your application data and background might be necessary. The result of this check will be documented in the applicant management system. If a background check is required, this information will be clearly stated in the job advertisement. These checks are carried out as per the local statutory regulations. For this purpose only carefully selected service providers are used.

## **8. Responsibility of applicants and revision of the content of registration by the Company**

Applicants shall be responsible for the information entered in their Registration Form. Applicants hereby agree that if the Company receives an indication of any error or a request for deletion of any information from any third party due to incorrect information being entered in the Registration Form, the Company may delete such information without the prior consent of the applicant.

## **9. Transfer of data upon recruitment**

If we recruit you for a position, your data will be transferred from our applicant management system to our HR administration systems, where it will be stored as associate data and processed accordingly.

## **10. Purposes of processing**

We, and the external service providers we commission, process your personal data in compliance with the national data privacy laws and with any other applicable national laws. Your data is processed, in particular, during the applicant management process in preparation for an employment relationship with a legal entity of the Bosch Group.

## **11. Disclosure of data**

Only the people involved in the application process (e.g. line managers and associates of the recruiting department and HR associates) have access to your personal data within the legal entity of the Bosch Group to which you have applied. Furthermore, your application data may be disclosed to other parties if you are deemed suitable for another vacant position within the Bosch Group. You will be informed about this via e-mail and your consent is required to activate any new application.

We will disclose your personal data to other data controller only if necessary for the application, or if you have

provided your consent. Other legal entities of the Bosch Group may also be defined as third parties. If data is disclosed to third parties, such cases will be explained in data privacy statement. In some cases, we also use the services of various providers in order to meet contractual and or statutory obligations. You will find a list of these contractors and service providers in the section “Contractors and service providers (data processors)”. Additionally, we may disclose your personal data to other recipients outside the Bosch Group provided this is necessary to meet contractual or statutory obligations.

## 12. Contractors and service providers (data processors)

We have selected our service providers carefully and monitor them at regular intervals, particularly to ensure that they handle your personal data with due care and store it securely. We obligate all our service providers to observe confidentiality and comply with the statutory regulations. Other legal entities of the Bosch Group may also be defined as service providers. The following table shows the contractors and service providers with whom we have an ongoing business relationships:

Service Provider	Processing
SmartRecuiteirs GmbH Dircksenstrasse 47 10178 Berlin, Germany  SmartRecruiters SP. Z o.o. Fabryczna 20 A, 31-553 Kraków, Poland  SmartRecruiters Inc. 225 Bush Street, Suite #300 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 Rungestraße 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 (“Plattform as a Service”)
MailgunTechnologies,Inc. 112 East Pecan Street Suite 1135 San Antonio, TX78205,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)

## 13. Retention period of personal data

Personal data on applicants who are employed as a result of selection after the completion of recruitment activity shall be managed as information on regular employees. Personal data on applicants who are not employed shall be deleted or disposed of by the two years after completion of the application process. Your personal data is further stored if we are obligated for such storage under the national law. Furthermore, your personal data may be stored for the period during which claims may be made against us. If you are a member of one of our Bosch applicant communities, you may delete your profile yourself at any time.

## 14. 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.

### **15. Disclosure/correction/deletion, etc. of personal data**

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.

The Company will, upon receiving a request for the disclosure/correction/deletion, etc. of personal data by an applicant, make efforts to promptly respond to such request after identifying that applicant. In addition, if an applicant requests the correction of personal data sent through the Registration Form, the Company shall accept such correction by sending the latest personal data reflecting the correction of that personal data through the Registration Form.

### **Contact detail of the controller:**

If you have any question, please see Annex for contact detail.

### **16. Revision of Rules**

The Company may revise the Rules at any time, without the prior consent of applicants.

Annex:

## 日本のボッシュ・グループ

会社名	住所・連絡先
ボッシュ 株式会社	150-8360 東京都渋谷区渋谷3-6-7 0800 888 4000 (フリーコール) 03-3400-1551 (有料) <a href="https://corporate.bosch.co.jp/contact/contact@jp.bosch.com">https://corporate.bosch.co.jp/contact/contact@jp.bosch.com</a>
ボッシュ・レックスロス株式会社	150-0002 東京都渋谷区渋谷3-6-7 029-830-2433 soumu@boschrexroth.co.jp
ボッシュエンジニアリング株式会社	220-6218 神奈川県横浜市西区みなとみらい2-3-5クイーンズタワーC棟18F 045-650-5610 Recruiting.BEGJ@jp.bosch.com
ITKエンジニアリングジャパン株式会社	105-0014 東京都港区芝1-10-13 芝日景有楽ビル6F 03-6435-3811 recruit.itkjpn@itk-engineering.jp
イータス株式会社	220-6217 神奈川県横浜市西区みなとみらい2-3-5 クイーンズタワーC 17F 045-222-0900 careers.jp@etas.com

## Bosch Group in Japan

Corporation Name	Contact address
<b>Bosch Corporation</b>	3-6-7, Shibuya, Shibuya-ku, Tokyo, 150-8360 0800-888-4000 (Free of charge) +81-(0)3-3400-1551 (From other countries) <a href="https://corporate.bosch.co.jp/en/contact/contact@jp.bosch.com">https://corporate.bosch.co.jp/en/contact/contact@jp.bosch.com</a>
<b>Bosch Rexroth Corporation</b>	3-6-7, Shibuya, Shibuya-ku, Tokyo, 150-0002 +81-(0)29-830-2433 soumu@boschrexroth.co.jp
<b>Bosch Engineering K.K.</b>	18F, Queen's Tower C, 2-3-5, Minatomirai, Nishi-ku, Yokohama-shi, Kanagawa, 220-6218 +81-(0)45-650-5610 Recruiting.BEGJ@jp.bosch.com
<b>ITK Engineering Japan Inc.</b>	6F, 1-10-13, Shiba, Minato-ku, Tokyo, 105-0014 +81-(0)3-6435-3811 recruit.itkjpn@itk-engineering.jp
<b>ETAS K.K.</b>	17F, 2-3-5, Minatomirai, Nishi-ku, Yokohama-shi, Kanagawa, 220-6217 +81-(0)45-222-0900 careers.jp@etas.com