

## **Data protection notice for the recruiting 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 recruiting process at Bosch Group (in the following also “Bosch” or “we”/”us”).

We welcome you to our website and thank you for your interest in our company and our products. The protection of your privacy when processing personal data as well as the security of all business data are important issues to us, which we consider in our business processes.

#### **Collecting of personal data:**

As a rule, your personal data is collected directly from you during the recruiting 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. Your data will be recorded 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”. “CV Parsing” comprises the transferring of specific data from your CV to our application tracking system.

We recommend to only upload documents in pdf format. Due to technical reasons other data formats lead to temporary local data copies in order to be displayed.

### **General information**

#### **Controller**

The respective Bosch Group legal entities are responsible for processing your personal data on this website. Our contact details and the respective legal entity are mentioned within the respective job advertisement.

#### **Membership in a Bosch Candidate Pool**

Bosch Group Germany offers certain target groups the opportunity to register in a Bosch Candidate Pool.

The respective legal entity is mentioned within the respective job advertisement. You can revoke your consent at any time for the future by contacting the HR IT Support Germany:

[SupportDeutschland.HRIT@de.bosch.com](mailto:SupportDeutschland.HRIT@de.bosch.com).

#### **Children**

Please note that this website/ applicant tracking system is not intended for children under 16 years of age.

#### **Categories of personal data**

We process the following categories of personal data:

- Personal data (e.g., date of birth, nationality, place of residence)
- Communication data (e.g., name, (mobile) phone number, e-mail, address, IP-address, NT user ID in case of internal applications)

- Education and training details (e.g., data about university and school education, professional qualification)
- Documents (e.g., references, certificates, résumés)
- Information concerning employment (e.g., job advertisement, previous employers)
- In case of internal applications: organizational data (e.g., personnel number, cost center, department)
- Payment data (e.g., bank account details for travel expenses)
- Audio visual recording in the selection process, e.g., for the Junior Managers Program (JMP)
- Log files

### **Duration of storage, retention periods**

We store your data for as long as is necessary to provide our website and the associated services or for as long as we have a legitimate interest in continuing to store your data (e.g., we may still have a legitimate interest in postal marketing even after a contract has been fulfilled). In all other cases we delete your personal data except for such data that we are obliged to store in order to fulfill legal obligations (e.g., we are obliged to retain documents such as contracts and invoices for a certain period due to retention periods under tax and commercial law).

After the end of the recruiting process your data will be deleted:

- In case of rejection or withdrawal by yourself: One (1) year **Four months** after rejection or withdrawal
- In case of hire: Six (6) months after start date, your data will be deleted within the applicant tracking system

### **Data transfer to other controllers**

In general, your personal data will only be transferred to other controllers if this is necessary for the fulfillment of a contract, if we or the third party have a legitimate interest in the transfer, or if you have given your consent. For details on the legal basis and the recipients or categories of recipients, please refer to the section Processing purposes and legal bases.

Additionally, data may be transferred to other controllers if we are obliged to do so by law or by enforceable official or court order.

- Within a legal entity of the Bosch Group  
Only the employees involved in the recruiting 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 within the Bosch Group are data controllers themselves. The above-mentioned persons involved in the recruiting process may belong to different companies of the Bosch Group. Therefore, your data may be transferred to the respective persons worldwide within the Bosch Group.

In case of hire, your data is transferred from our applicant tracking system to our HR-administration systems. In this process, your data may be transferred to a different legal entity of the Bosch Group and will thereafter be processed as employee data. An exchange of your personal data with other 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).

### **Data transfer to service providers**

We involve external service providers with tasks such as:

- Hosting, supply and operation of applicant tracking system
- CV Parsing
- Delivery of integrated e-mails
- Support in execution of the recruiting process
- User support
- Execution of pre-employment screening for sensitive jobs
- Creation of recruiting dashboards and reports

We have carefully selected these service providers and monitor them regularly, in particular their careful handling and safeguarding of the data stored with them. All service providers are obliged to maintain confidentiality and to comply with the statutory provisions. Service providers may also be other companies from the Bosch Group.

### **Transfer to recipients outside the European Economic Area (EEA)**

We may transfer personal data to recipients located outside the European Economic Area (EEA) into third countries. In such cases, we ensure before the transfer that either the data recipient provides an adequate level of data protection or that your consent to the transfer has been obtained.

You can obtain a copy of the appropriate or suitable safeguards. Please use the information mentioned in the [Contact](#) section for this purpose.

### **Processing purposes and legal bases**

We and service providers contracted by us process your personal data for the following processing purposes.

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

The main legal basis for this purpose is GDPR Article 6 para. 1(b) together with applicable national data protection laws (“in order to take steps at the request of the data subject prior to entering into a working contract”).

Other legal bases are:

- GDPR Article 6 para. 1(a) together with applicable national data protection laws (“Consent”): e.g. for Bosch applicant community as part of the applicant tracking system or for reviewing my application for other open positions **as well for the notification of open positions (“Job Alert”)**.
- GDPR Article 6 para. 1(c) together with applicable national and international export control and sanction regulations (checks against embargo and sanction lists).
- GDPR Article 6 para. 1(f) (“Legitimate interest”): We will always gently balance our legitimate interests in the organization of our business (e.g. HR evaluations like personal

controlling, analytical reporting) against your interest in protecting your personal data in accordance with the statutory provisions. In order to carry out the recruiting process efficiently, we match your qualifications with the requirements of the respective position using artificial intelligence and calculate the suitability level from this. Automated decision-making is not associated with this.

### **Provision of this website**

If you use our website solely for information purposes, that is, without registering or otherwise sending us information, we process your personal data to provide this website based on our legitimate interest to present us and to ensure stability and security.

### **Our marketing activities**

#### **Registration for events**

On our website, you have the opportunity to register for recruiting events (e.g., face-to-face, or online events, webinars). We use your personal data to conduct the event. You can find the details of whether and which personal data we process for this purpose on the respective event registration form.

#### **Security and protection of rights**

We may also process your personal data to investigate service disruptions and for security reasons to comply with our legal obligations in the area of data security, as well as on the basis of our legitimate interest in the elimination of service disruptions and the security of our offers.

We may process your personal data to protect and defend our rights. This purpose also constitutes our legitimate interest.

#### **Log Files**

Every time you use the internet, certain information is automatically transmitted by your internet browser and stored in log files.

Log files are stored by us for the purpose of investigating service disruptions and for security reasons (e.g., to clarify attempted attacks) for a period of 90 days. Log files whose further storage is necessary for the purpose of evidence are exempt from deletion until the final clarification of the respective incident and may be passed on to investigative authorities in individual cases.

The following information is stored in the log files:

- IP address (internet protocol address) of the end device from which our website is accessed;
- Internet address of the website from which our website was accessed (origin or referrer URL);
- Name of the service provider used to access the website;
- Name of the files or information retrieved;
- Date and time as well as duration of the retrieval;
- amount of data transferred;
- Operating system and information on the Internet browser used, including installed add-ons (e.g., for Flash Player);
- http status code (e.g., "request successful" or "requested file not found").

## **Information storage and access**

### **Use of Cookies and other technologies**

In the course of providing our website, cookies and other technologies may be used that either store information on your terminal equipment or gain access to information stored on your terminal equipment.

Cookies are small text files that can be stored on your end device when you visit a website.

The use of our website is generally possible without cookies that are not technically necessary.

### **Technically necessary cookies**

By technically necessary cookies, we mean cookies without which the technical provision of the website cannot be guaranteed. This includes, for example, cookies that store data in order to ensure the interference-free playback of video or audio content.

### **Technically not necessary mechanisms**

We only use technically not necessary cookies and tracking mechanisms if you have given us your prior consent.

The only exception to this is the cookie that stores the current status of your privacy settings (selection cookie).

We use third-party tools to integrate technically not necessary cookies and mechanisms. These tools ensure that technically not necessary cookies and mechanisms are only set with your consent.

We use the following tools:

**Name:** Google Tag Manager

**Provider:** Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland

**Function:** Management of website tags via an interface, integration of program codes on our websites

### **Managing cookies and tracking mechanisms**

In the browser and/or in our Privacy Settings, you can manage your cookie and tracking mechanism settings.

Please note: The settings you make each apply only to the browser you are using.

### **Switch off all cookies**

If you would like to disable all cookies, please go to your browser settings and disable the setting of cookies. Please note that this may affect the functionality of this website.

## **Plugins**

We offer the use of plugins from various social and other networks on our website.

### Further processing of data by the providers

Plugins represent extensions of the providers of the social networks. We therefore have no influence on the further processing of the data collected and stored via the plugins by the providers of the respective networks.

For information on the purpose and scope of the collection, further processing and deletion of the data by the respective provider, as well as your rights in this regard and setting options for protecting your privacy, please refer to the privacy policy of the respective provider.

We use plugins from the following providers listed below:

- YouTube

## **2-Click-Solution**

Plugins are inactive by default.

To increase the protection of your data when visiting our website, the plugins are integrated into the page by means of a "2-click solution". With this 2-click solution, we protect you from having your visit to our websites recorded by default and possibly evaluated by providers of the respective plugin.

If you do not want the providers of the respective networks to receive data about your use of this website and possibly store or further use it, you should not activate the respective plugins.

### Activating the plugin

You can decide for yourself whether you want to interact with the network of the respective provider and whether your data should be transmitted to the respective provider or not. Only with your click on the provided button, the plugins are activated and integrated into the page by transmitting the content of the respective plugin from the server of the associated provider directly to your browser. Subsequently, you can perform the desired interaction with the network with another click. If you decide to activate a plugin, we process your data based on your consent.

### Collection of data by the providers

When a plugin is activated, your browser establishes a direct connection to the servers of the respective provider. Through this, the respective provider receives the information that your browser has called up the corresponding page of our website; even if you do not have a user account with the provider or are not currently logged in to it.

If you already have a user account with a provider of a network and you are already logged in while visiting our websites, the operator of the respective network may be able to assign the visit to your personal user account as soon as you activate the plugins. This may enable the provider to analyze your usage behavior and store it in a profile.

In addition, your IP address and other data about your browser settings are transmitted by your browser directly to a server of the respective provider and may be stored there.

### Deactivating the plugin

If you no longer wish to use an activated plugin, you can also deactivate the plugin using the button provided. Please note that data already transmitted will not be affected by this.

### **YouTube**

This website uses videos from the video platform YouTube. YouTube is a platform that enables the playback of video files. It is operated by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland and its parent company: Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

To increase the protection of your data when visiting our website, the YouTube content is integrated into the page in "privacy enhanced mode".

This way, a connection to YouTube, including a transmission of log data to YouTube, is only established when you perform an interaction with the player.

When you interact with the active YouTube player, data is also transmitted to YouTube as controller and contact is made with the Google DoubleClick advertising network, which may trigger further data processing operations over which we have no control.

For more information, please see YouTube's privacy policy.

### **External links**

Our websites may contain links to internet pages of third parties, in particular providers who are not related to us. Upon clicking on the link, we have no influence on the collecting, processing and use of personal data possibly transmitted by clicking on the link to the third party (such as the IP address or the URL of the site on which the link is located) as the conduct of third parties is beyond our control. We do not assume responsibility for the processing of personal data by third parties.

### **Data subject rights**

Please use the information in the [Contact](#) section to assert your rights. When doing so, please ensure that we can clearly identify you.

You have the right to request access to the personal data concerning you, as well as the right to rectification, the right to erasure, the right to restriction of processing and the right to data portability. Insofar as you have given us consent to process your personal data, you may revoke this consent at any time with future effect.

### **Objection to direct marketing**

You can object to the processing of your personal data for advertising purposes ("advertising objection") at any time. Please note that, for organizational reasons, there may be an overlap between your objection and the use of your data in the context of an already ongoing campaign.

### **Objection to data processing based on "legitimate interest"**

If the processing of your personal data is based on "legitimate interest", you also have the right to object to the processing of your personal data at any time on grounds relating to your particular situation. The reasons shall be stated.

We will then terminate processing your data unless we can prove - in accordance with the legal requirements - compelling legitimate grounds for the processing which override your rights.

### **Right to lodge complaint with supervisory authority**

You have the right to lodge a complaint with a supervisory authority.

### **Contact**

To assert your rights and to notify data protection incidents please use the following link:

<https://request.privacy-bosch.com/entity/RB>

For suggestions and complaints regarding the processing of your personal data we recommend that you contact our data protection officer:



[Bosch Group:](#)

Data Protection Officer

Information Security and Privacy (C/ISP)

Robert Bosch GmbH

P.O. Box 30 02 20

70442 Stuttgart, GERMANY

or

mail to: [DPO@bosch.com](mailto:DPO@bosch.com)



[ASEAN:](#)

[Data Protection Officer, ASEAN Region](#)

[Robert Bosch \(S.E.A\) Pte. Ltd.](#)

[11 Bishan Street 21](#)

[Singapore 573943](#)



[Or](#)



[Mail to: asean.dpo@sg.bosch.com](mailto:asean.dpo@sg.bosch.com)

### **Changes to the Data Protection Notice**

We reserve the right to change our security and data protection measures. In such cases, we will amend our Data Protection Notice accordingly. Therefore, please note the current version of our Data Protection Notice, as it is subject to change.