

DATA PROTECTION NOTICE FOR JOB CANDIDATES

Jungheinrich Business Services Croatia d.o.o.

1. Introduction

This data protection notice explains how **Jungheinrich Business Services Croatia d.o.o.** ("JHBSCRO", "we") processes your personal data in connection with your application and recruitment process, including via our applicant tracking system (e.g. BambooHR or comparable recruiting tools).

Your privacy is very important to us. We process your personal data in accordance with:

- the General Data Protection Regulation (GDPR)
- applicable Croatian law
- Jungheinrich Group policies

Please read this notice carefully.

2. Controller and Contact Details

Controller:

Jungheinrich Croatia d.o.o.
[Heinzelova 70, Zagreb]

Group Data Protection Officer:

Jungheinrich AG
Friedrich-Ebert-Damm 129
22047 Hamburg, Germany
Email: dpo@jungheinrich.com

3. Categories of Personal Data

We process personal data provided by you during the application process, including:

- identification data (name, surname, date of birth)
- contact details (email, phone number, address)
- application documents (CV, cover letter, certificates, references)
- professional data (education, qualifications, work history)
- interview notes and evaluation results

Where required, we may also process:

- publicly available data (e.g. LinkedIn profile)
- information provided by references (if applicable)

Special categories of data

We generally do **not** request or process sensitive data (e.g. health data), unless required by law or voluntarily provided.

4. Sources of Data

We collect your personal data:

- directly from you (via application form, email, BambooHR platform)
- from referees (if provided by you)

5. Purposes and Legal Bases

We process your personal data for the following purposes:

a) Application Management

We process your personal data for the following purposes:

- Reviewing your application
- Assessing your qualifications and suitability for the role
- Communicating with you regarding the recruitment process

Legal basis: Performance of pre-contractual measures at your request (Art. 6(1)(b) GDPR)

b) Recruitment Process

We process your personal data in order to:

- Conduct interviews and selection procedures
- Evaluate candidates and document recruitment decisions

Legal basis: Legitimate interest in conducting an efficient and effective recruitment process (Art. 6(1)(f) GDPR)

c) Compliance with Legal Obligations

We may process your personal data to:

- Ensure equal treatment and non-discrimination
- Maintain legally required recruitment documentation

Legal basis: Compliance with legal obligations (Art. 6(1)(c) GDPR)

d) Talent Pool (if applicable)

With your freely given consent, we may retain your profile for consideration for future employment opportunities.

Legal basis: Your consent (Art. 6(1)(a) GDPR), which may be withdrawn at any time

6. Recipients of Personal Data

Your personal data may be shared internally with members of our HR department, hiring managers, and other relevant decision-makers within affiliated group entities, primarily located in Germany and Austria.

Your personal data will also be processed and stored in our applicant tracking system (e.g. BambooHR or an equivalent recruitment management system), which we use to efficiently manage recruitment activities. This includes:

- Storing application documents
- Managing communication with candidates
- Tracking and documenting recruitment stages and decisions

The providers of such systems act as **data processors** and process personal data solely on our behalf, in accordance with our instructions and applicable data protection laws.

We do not disclose your personal data to third parties unless this is necessary for the recruitment process, required by applicable law, or otherwise permitted under applicable data protection legislation.

7. International Transfers

Your personal data is processed and stored within the European Union (EU)/European Economic Area (EEA).

In case a transfer of personal data to countries outside the EU/EEA becomes necessary, it will only take place subject to appropriate safeguards, such as the implementation of EU Standard Contractual Clauses and additional data protection measures to ensure an adequate level of protection.

8. Retention of Data

Your personal data will be stored:

- for the duration of the recruitment process
- up to **6 months after completion** of the process

If you consent to join a talent pool, your data will be stored for **24 months**

Data will be deleted earlier if you withdraw your application, request deletion (unless legal obligations apply) or withdraw your consent.

9. Your Rights

You have the right to:

- access your personal data
- rectify incorrect data
- request deletion
- restrict processing
- object to processing
- withdraw consent (if applicable)

You also have the right to lodge a complaint with **Croatian Personal Data Protection Agency (AZOP)**

10. Obligation to Provide Data

Providing your personal data is voluntary. However, without certain information, we may not be able to assess your application properly.

11. Updates

We may update this notice from time to time. The latest version will always be available.