



Jungheinrich Australia Pty Ltd – PeopleHub Data Privacy Statement

About this Statement

This Data Privacy Statement explains how Jungheinrich Australia Pty Ltd ('**Jungheinrich Australia**', '**we**', '**us**' or '**our**') collects, uses, discloses and otherwise handles your personal information through the PeopleHub system (powered by SAP SuccessFactors).

Jungheinrich Australia is bound by the Privacy Act 1988 ('**Privacy Act**') including the Australian Privacy Principles ('**APPs**').

Personal information we collect

Throughout the recruitment process and your employment or engagement, we collect a range of personal information about you that is reasonably necessary for our functions and activities, including:

For applicants, employees and contractors:

- your full name, date of birth, nationality, contact details (eg email address, phone number, residential address) and emergency contact details
- identification information (to verify your identity)
- your educational background, work experience and other information provided by you (such as on your CV or during an interview)
- health information provided by you in health checks (where relevant to role) and criminal history information through pre-employment criminal history checks (we will seek your consent before obtaining this)
- any other personal information reasonably required for recruitment and onboarding

For employees and contractors:

- performance records and disciplinary history
- health and safety or incident related information
- other personal information you provide us such as photographs
- technical information such as IP address, login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, system access logs and other technology on the devices you use
- any other personal information reasonably required for recruitment, onboarding, employment administration, performance management, benefits administration and related HR management purposes

We do not collect your bank account details or Tax File Number ('**TFN**') through PeopleHub. That information is collected and handled separately through our payroll systems. Your TFN is collected and handled in accordance with the Privacy (Tax File Number) Rule 2015 and applicable legislation.

How we collect your personal information

We collect your personal information directly from you during the recruitment and onboarding processes, when you enter information into PeopleHub, and during your interactions with us throughout your employment.

In some circumstances, we may collect personal information about you directly or indirectly from other entities, such as:

- within the Jungheinrich group, including Jungheinrich Business Excellence Centre Malaysia Sdn. Bhd ('**Jungheinrich BEC**') which provides centralised HR services
- through the application and recruitment process from an employment agency, your referees or background check providers
- from third parties such as medical providers
- from public sources such as social media sites
- through security and IT systems such as through our CCTV systems, electronic key cards and software systems

Why we collect your personal information

We collect and handle your personal information for the purpose of managing and operating our business with assistance of the Jungheinrich BEC through your application, employment or and/or engagement, including:

- processing your employment application and conducting the recruitment process, including carrying out screening processes including medical assessment and background checks (where appropriate)
- human resources management, including onboarding, employment administration, performance management, managing complaints and resolving workplace issues
- internal analytics, business reporting, operational efficiency and strategic planning
- compliance with internal group policies and legal or regulatory obligations
- IT system management, security and maintenance
- other purposes as a part of the recruitment process and your employment and other purposes permitted or required by law

Disclosure of personal information

In connection with the purposes described above, your personal information may be disclosed to:

- government agencies, such as taxation authorities, and superannuation entities where required or authorised by law
- payroll, accounting or other professional service providers who assist us in operating our business
- security and facility management providers who support the operation of our workplaces
- software and IT service providers supporting our global IT systems (such as SAP SE (SuccessFactors/PeopleHub), SER/Doxis, Aconso, DocuSign and USU)
- other third parties who assist us in business operations where appropriate
- other third parties where required or permitted by law



The Jungheinrich group provides shared services to Jungheinrich Australia to assist us in business operations. This includes centralised HR services provided by the Jungheinrich BEC and global HR IT systems (including PeopleHub) administered by Jungheinrich AG. Some of these third parties are not located in Australia, including:

- the Jungheinrich BEC in Malaysia (shared HR services)
- Jungheinrich AG in Germany (our ultimate parent company which administers the Jungheinrich global HR IT systems)
- software service providers and cloud service providers (such as SAP SE, SER/Doxis, Aconso and Jungheinrich private cloud data centers) which are often based in Germany

Consequences of not providing personal information

We need to use PeopleHub to administer your application and/or employment and for maintaining employee records, some of which we are required to maintain by law. If you do not provide some or all of the information we request, depending on the circumstances and type of information, this may result in us not being able to process your employment application or onboard you, breach of your obligations as an employee under Jungheinrich policies, disciplinary action, or us not being able to provide you with certain benefits. There is no law which requires the collection of personal information through PeopleHub, but certain information is required as a practical necessity for us to administer your application or employment.

Access and correction of your personal information and privacy complaints

You have the right to request access to, or correction of, personal information that we hold about you and the right to make privacy complaints. Our APP Privacy Policy, accessible at <https://www.jungheinrich.com.au/data-privacy-534300>, contains information about those rights. To make an access or correction request, or if you have any questions about the handling of your personal information, please contact us at JH-AU-HR-Service@jungheinrich.com.au

About us

This Data Privacy Statement relates to collection, holding and handling of your personal information through PeopleHub and the Jungheinrich BEC for Jungheinrich New Zealand. Our details are:

Jungheinrich Australia
37 White Road
Gepps Cross, South Australia 5094

Jungheinrich BEC
JH-HR-APAC-Talent-Acquisition@jungheinrich.com
Level 5, Gardens North Tower, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur.

Your consent

By clicking "I Agree" below, you acknowledge that you have read and understood this Data Privacy Statement and you consent to the collection, use and disclosure of your personal information as described in this statement, including that you agree:

- to provision of your personal information (including any sensitive information) to the Jungheinrich BEC in Malaysia, Jungheinrich AG in Germany and other overseas recipients as described above;
- that you have been expressly informed that, to the extent you consent to the disclosure of your personal information to an overseas recipient, APP 8.1 will not apply to that disclosure (meaning that Jungheinrich Australia may not be

accountable under the Privacy Act if the overseas recipient handles your information in a manner inconsistent with the APPs); and

- to the handling of your personal information by the Jungheinrich BEC for the purposes described above including to provide centralised HR shared services on behalf of Jungheinrich Australia.