

Data Protection Declaration for the Jungheinrich Online Application Process, Onboarding Process and Maintenance of an Employment Relationship – Republic of Korea Version

This data protection declaration applies in addition to our general data protection declaration, in which we provide detailed information on the nature, scope and purpose of the use of personal information within our online offering or in areas not specifically related to job applications.

Jungheinrich Lift Truck Singapore Pte Ltd, Korea Branch (21 Yangji-ro, T-Tower 14F #222, IlJik-dong, Gwangmyeong-si, Gyeonggi-do, Republic of Korea; business registration no. 105-84-26173) (the "Company", "we") is the personal information controller responsible for the processing of your personal information in the Republic of Korea, and welcomes your interest in working for our company.

We process applicants', onboardees' and employees' personal information in compliance with the Personal Information Protection Act of Korea (the "PIPA") and its subordinate regulations. We process personal information only where (i) you have given your consent, (ii) processing is unavoidable in order to comply with statutory obligations, or (iii) processing is necessary to enter into or perform a contract with you (including an employment contract). Where processing is based on your consent, we obtain separate consent for each matter (collection and use / provision to third parties / cross-border transfer / sensitive information / unique identifying information) and inform you in advance of the purpose, the items, the retention and use period, and your right to refuse consent together with any disadvantage of refusal.

1. Data collection

We collect and process the following categories of personal information, to the extent required and applicable.

(1) For application purposes

- Application information: information regarding your application in the recruiting process (e.g. CV, cover letter, references, certificates).
- Personal information: personal demographic data (e.g. name, date of birth); communication data (e.g. address, phone number, e-mail address).
- Any other personal information voluntarily provided by you.
- Employment information connected to the job requisition: organizational data (e.g. department, position title, job categorization).

(2) For onboarding purposes, following execution of an employment contract

- Personal information: personal demographic data; communication data; identification data (e.g. passport number, resident registration number) – collected only after execution of an employment contract and only to the extent specifically required by applicable Korean law (e.g. four major social insurance filings, withholding tax reporting). Your resident registration number is processed only where a specific statutory basis exists.
- Employment information: organizational data; compensation data (e.g. gross salary, incentive information, bank account number).

(3) For maintenance of the employment relationship

- Personal information and employment information as set out in (2) above.
- Information about dependents / other contacts – collected only after an employment relationship is established, and only to the minimum extent necessary for statutory benefits administration and emergency response.

Sensitive information (e.g. health information, criminal record data) is not collected unless required for a specific position; where required, it is collected only on the basis of your separate consent or an express statutory basis, and such requirement will be stated in the job advertisement.

If a position requires the collection of further personal information, this will be clearly stated in the job advertisement. If you apply through our job page, we may collect access information such as the IP address of your access device; further information is available in the data protection declaration on our website.

You may refuse to consent to the collection of any item that is not necessary for the application process, and we will not refuse to receive or process your application, or otherwise treat you disadvantageously, solely because of such refusal.

2. Purpose of data processing and legal basis

We collect and process your personal information in order to carry out the application process, and, in the event that an employment relationship is established, to maintain and administer that employment relationship. Your personal information is not used for any other purpose.

The legal bases under the PIPA are as follows: (i) your consent (PIPA art. 15(1)1) for the application process and for inclusion in our applicant pool; (ii) performance of, or steps taken at your request prior to entering into, a contract (PIPA art. 15(1)4) for the onboarding process and the administration of the employment relationship; and (iii) compliance with statutory obligations (PIPA art. 15(1)2) for social insurance, tax, occupational safety and record-retention purposes.

When obtaining your consent, we inform you of (a) the purpose of collection and use, (b) the items of personal information collected, (c) the retention and use period, and (d) your right to refuse consent and the disadvantage, if any, of such refusal. If any of these matters changes, we will inform you and obtain your consent again.

3. Provision, entrustment and cross-border transfer

(a) Provision to third parties. Where your personal information is provided to other companies of the Jungheinrich Group so that they may assess you for their own positions, this constitutes provision to a third party under the PIPA and is carried out only with your separate prior consent. Before obtaining such consent, we will inform you: the recipient; the recipient's purpose of use; the items provided; the recipient's retention and use period; and your right to refuse consent and the disadvantage, if any, of refusal.

(b) Entrustment of processing. SAP Deutschland SE & Co. KG ("SAP") and Jungheinrich AG operate and support the recruiting, onboarding and employee master data system on our behalf and act as our processors. Such entrustment is documented in writing and includes a prohibition on processing beyond the scope of the entrusted work and technical and administrative safeguards. We train and supervise the processors, and we publish the entrusted work and the identity of the processors on our website so that you may check them at any time. The employees of SAP do not access applicants' personal information unless expressly authorised in exceptional cases, and all relevant employees are bound by confidentiality obligations.

(c) Cross-border transfer. Because the systems and the Group HR functions are located outside Korea, your personal information is transferred outside Korea. Where the transfer constitutes provision to a third party, we obtain your separate consent to the cross-border transfer, having informed you in advance of: (i) the items transferred; (ii) the country, timing and method of transfer; (iii) the name and contact details of the recipient; (iv) the recipient's purpose of use and retention/use period; and (v) how to refuse the transfer, the applicable procedure and the effect of refusal. Where the transfer constitutes entrustment of processing or storage necessary to enter into or perform a contract with you, we disclose the same items in this declaration and in our privacy policy in accordance with the PIPA. Details are set out in Annex 1.

(d) Disclosure to authorities. Personal information will be disclosed to public authorities or investigative agencies only where a statutory ground under the PIPA exists, including where necessary for a criminal investigation, prosecution or court proceedings, and only to the minimum extent required.

4. Data security

Your personal information is transmitted in encrypted form and stored in a database and is kept confidential at all times. All personal information that we collect and process is protected by technical, administrative and physical measures against unauthorized access, alteration, loss or leakage, in accordance with the Standards for Measures to Secure Safety of Personal Information issued by the Personal Information Protection Commission of Korea (including encryption, access control and retention of access logs).

5. Retention (duration of processing)

Where no employment relationship is established, we destroy your application information without delay after completion of the relevant recruitment process, subject to your right to request the return of submitted hiring documents under the Fair Hiring Procedure Act; documents that are not so returned are destroyed. If you have separately consented to inclusion in our applicant pool, we retain your information for the period stated in that consent and destroy it upon expiry of that period or upon your withdrawal of consent.

Where an employment relationship is established, we retain your personal information for the duration of the employment relationship and thereafter only for the statutory retention periods applicable in Korea (e.g. three years for employment contracts, employee registers and wage ledgers under the Labor Standards Act; five years for tax-related records). Upon expiry of the retention period or achievement of the purpose of processing, we destroy the information without delay – by permanent deletion in an unrecoverable manner for electronic files, and by shredding or incineration for hard copies. The item-by-item retention schedule is set out in Annex 2.

6. Applicant pool

Where the position for which you applied has already been filled, where we consider you to be suited to another position, or where you have submitted an unsolicited application, we will retain your application and share it within the Group for consideration in future recruitment processes only where you have given separate, express (opt-in) consent to such retention and sharing, including consent to the cross-border transfer where applicable. Visibility of your profile is set to "not visible" by default and is changed only by your affirmative selection.

7. Deletion of data / withdrawal of consent

You may withdraw your consent, or request suspension of processing, at any time and without giving reasons. Upon withdrawal, we destroy the personal information collected on the basis of that consent without delay so that it cannot be recovered or reproduced, save where we are required to retain it under applicable law, in which case we will notify you of the reason without delay. You may also request access to, correction of, or deletion of your personal information.

You may delete your account at any time by opening your account, selecting "Settings" from the "Options" menu at the top right, scrolling down and clicking "Delete Profile". Requests may also be submitted through the contact set out in section 10.

8. Consent / data protection declaration

This declaration is provided for your information. Consent is obtained separately, by means of individual check-boxes for each of the following matters, each of which you may accept or decline independently: (i) collection and use of personal information (mandatory items); (ii) collection and use of optional items; (iii) provision to Jungheinrich Group companies; (iv) cross-border transfer; (v) inclusion in the applicant

pool; and (vi) where applicable, sensitive information and unique identifying information. Declining (ii), (iii) or (v) does not affect the processing of your application for the position you have applied for.

9. Your rights as the data subject

Under the PIPA you have the right to (i) request access to your personal information, (ii) request correction or deletion, (iii) request suspension of processing and withdraw your consent, (iv) request an explanation of, or refuse, a decision made solely by an automated system where such decision significantly affects your rights, and (v) claim damages. You may exercise these rights in writing, by e-mail or by fax through the contact set out in section 10, and you may act through a representative.

You may also file a report with the Personal Information Protection Commission (privacy.go.kr) or the Korea Internet & Security Agency Privacy Call Centre (dial 118), or apply for mediation to the Personal Information Dispute Mediation Committee (kopico.go.kr).

10. Questions about data privacy

Chief Privacy Officer for Korea: HR Manager Korea / Department: Human Resources / E-mail: sophie.jeong@jungheinrich.kr.

You may also reach our Group Data Protection Officer by e-mail at datenschutz@jungheinrich.de or by post at "FAO the Group Data Protection Officer", Jungheinrich AG, Friedrich-Ebert-Damm 129, 22047 Hamburg, Germany. Further information on data privacy at Jungheinrich is available at <https://www.jungheinrich.com/en/data-privacy-14660>.