

Data protection declaration for the Jungheinrich online application process, onboarding process and maintenance of an employment relationship

This data protection declaration applies in addition to our existing [general data protection declaration](#), in which we provide you with detailed information on the nature, scope and purpose for which personal data is used within our online offering or in areas not specifically related to job applications.

We, Jungheinrich Lift Truck Singapore Pte Ltd (7 Joo Koon Way, 628945 Singapore) ("Jungheinrich"), the organisation responsible for your personal data under the Personal Data Protection Act 2012 (the "PDPA"), welcome your interest in working for our company and are happy to receive your online application.

We process applicants', onboardees' and employees' personal data solely in compliance with the PDPA. This means that applicant, onboarder and employee data is collected, used and disclosed only where the individual has given consent, where deemed consent applies, or where an exception under the PDPA applies (for example, where the collection, use or disclosure is necessary for the purpose of managing or terminating an employment relationship, or is reasonable for evaluating suitability for a job).

In this section, we will explain to you how we process data as part of a job application process, in accordance with the Notification Obligation under the PDPA.

1. Data collection

We collect and store all data that you make available to us through your application. Therefore, when you apply online, we collect and process the below categories of personal data, if required and applicable:

For application purposes:

- Application information
 - Information about your application at Jungheinrich in the recruiting process (e.g. your CV, cover letter, photo, references, certificates and similar, etc.)
- Personal Data
 - Personal demographic data (e.g. your name, first name, date of birth, place of birth, etc.)
 - Communication data (e.g. your addresses, phone number, email address, etc.)
- Any other voluntarily provided personal data

In addition, we collect and process data of the following categories connected to the job requisition, your application or your profile:

- Employment information
 - Organizational data (e.g. previous department, position title, job categorization, etc.)
 - Compensation data (e.g. previous gross salary, incentive information, etc.)

In addition, for onboarding purposes of applicants who signed an employment contract:

- Personal Data
 - Personal demographic data (e.g. your name, first name, date of birth, place of birth, etc.)
 - Communication data (e.g. your addresses, phone number, email address, etc.)
 - Identification data (e.g. your passport number, NRIC, FIN or work pass number (where applicable), etc.)
- Any other voluntarily provided personal data
- Employment information
 - Organizational data (e.g. previous department, position title, job categorization, etc.)
 - Compensation data (e.g. previous gross salary, incentive information, bank account number, etc.)

In addition, in case an employment is established, for maintenance of the employment:

- Personal data
 - Personal demographic data (e.g. your name, first name, date of birth, place of birth, etc.)
 - Communication data (e.g. your addresses, phone number, email address, etc.)
 - Identification data (e.g. your passport number, NRIC, FIN, or work pass number (where applicable), etc.)
- Any other voluntarily provided personal etc.
- Employment information
 - Organizational data (e.g. previous department, position title, job categorization, etc.)
 - Compensation data (e.g. previous gross salary, incentive information, bank account number, etc.)
- Information about dependents / other contacts
 - Personal data about your dependents (e.g. children, in case required, etc.)
 - Emergency contact (e.g. names, relationship, contact details, in case required, etc.)

Where you provide us with personal data relating to another individual (including dependants or emergency contacts), you represent that you have obtained that individual's consent where required and have informed that individual of the purposes for which the data is being disclosed to us.

If a position requires further collection of personal data, this will be clearly stated in the job advertisement. However, where additional personal data is required for the purposes of assessing your suitability for employment or maintaining the employment relationship, Jungheinrich will notify you of the relevant purposes at the point of collection or before the personal data is collected, used or disclosed.

If you apply through our job page, we may collect access information, for example the IP address of your access device. You can find more information about this in the data protection declaration on our website.

2. Purpose of data processing and legal basis

We collect and process your personal data in order to be able to carry out the job application process. The data you provide will be processed to further your application and, in the event that an employment relationship is established, to maintain the employment relationship. Data will not be processed for any other purpose. We collect, use and disclose this data on the basis of your consent, or, where applicable, in reliance on the exception under the PDPA for the collection, use and disclosure of personal data that is reasonably necessary for evaluating your suitability, eligibility or qualifications for the position applied for, including conducting reference checks, verification of employment history, qualifications, licenses and work eligibility where relevant to the position.

Where consent is required for processing (e.g. for inclusion in our pool of applicants), we will obtain your consent in accordance with the Consent Obligation under the PDPA before doing so.

We can also process personal data insofar as this is necessary to defend against legal claims asserted against us in connection with the application process, in reliance on the exceptions under the PDPA permitting collection, use or disclosure of personal data without consent where necessary for legal proceedings or to establish, exercise or defend legal rights, including in connection with any complaint or claim under the Employment Act 1968, the Tripartite Guidelines on Fair Employment Practices, or other applicable Singapore employment, industrial relations, workplace safety, tax and social security laws.

If an employment relationship is established between both parties, we can process the personal data already received from you for the purposes of the employment relationship, on the basis of your consent or, where applicable, in reliance on the exception under the PDPA for personal data that is reasonably required for managing or terminating an employment relationship. This data is processed where necessary for the implementation or termination of the employment relationship or for the exercise or fulfilment of rights and obligations arising from applicable Singapore employment law or any applicable collective agreement.

3. Forwarding

Data is transferred to third parties only in line with legal requirements and only as set out in the data protection declaration.

Your data will be made available to the relevant employees of the Jungheinrich Group involved in the appropriate personnel selection process. The parties involved in the selection process may belong to other companies within the Jungheinrich Group, including companies located outside Singapore. Where your data is transferred to a recipient outside Singapore, we will take steps to ensure that the recipient is bound by legally enforceable obligations to provide a standard of protection that is comparable to the protection provided under the PDPA.

Where we use subcontractors (e.g. external recruitment agencies) to provide our services, we will take steps to ensure that the recipient is bound by legally enforceable obligations to provide a standard of protection that is comparable to the protection provided under the PDPA.

SAP Deutschland SE & Co. KG ("SAP") provides Jungheinrich AG (Friedrich-Ebert-Damm 129, 22047 Hamburg, Germany – "Jungheinrich AG"), the parent company of Jungheinrich, with the application system for recruitment, onboarding and employee master data base and acts as Jungheinrich's data intermediary in this regard. The employees of SAP will never access the applicant's personal data unless Jungheinrich has expressly authorised this in exceptional cases. All relevant employees of SAP are bound to confidentiality.

Jungheinrich AG administers and supports the mentioned application system and, to this extent, acts as a service provider (data intermediary) for its subsidiaries, which remain responsible for the personal data as the organisations under the PDPA. As required under the PDPA, Jungheinrich AG and its data intermediaries remain subject to the Protection and Retention Limitation Obligations in respect of personal data they process on our behalf, even though the primary responsibility for compliance with the other PDPA obligations remains with us.

Personal data will also be disclosed to public authorities and/or law enforcement agencies where such disclosure is required or authorised under the PDPA or any other applicable Singapore law, including where necessary in the national interest or for investigations or proceedings.

In the event that an employment relationship is established, the data is forwarded to internal or external data intermediaries solely in order to maintain the employment relationship.

Any further use or forwarding of your applicant data is excluded unless it is necessary for a legitimate recruitment, employment, or legal purpose.

4. Data security

Your data will be transmitted in an encrypted manner and then stored in a database. Jungheinrich will save and process your data in accordance with the applicable data privacy regulations. All personal details that we collect and process as part of a job application are protected by technical and organisational methods against unauthorised access and manipulation, in accordance with the Protection Obligation under the PDPA. In the event of a data breach that is likely to result in significant harm to you, or that is of a significant scale, we will notify the Personal Data Protection Commission (PDPC) and, where required, affected individuals, in accordance with the Data Breach Notification Obligation under the PDPA.

5. Retention (duration of processing)

In accordance with the Retention Limitation Obligation under the PDPA, should no further action result from the application process, with no employment relationship being created, we will cease to retain your personal data, or anonymise it, once it is no longer necessary for the purposes for which it was collected or for any legal or business purpose, and in any event commit ourselves to doing so no later

than twelve (12) months after the conclusion of the application process, or any other longer period as required or permitted by law.

In the event that an employment relationship is established, we commit ourselves to ceasing to retain, or anonymising, your personal data in accordance with the Retention Limitation Obligation under the PDPA once it is no longer necessary for employment, legal or business purposes after the employment relationship has ended, subject to any longer retention period required under applicable Singapore law (for example, under the Income Tax Act 1947 or the Employment Act).

6. Applicant pool

In the event that you applied for a specific position and this has already been filled or we also consider you to be even more suited to another position or you have submitted an unsolicited application, we will forward your application further within our Group in order that you may be considered for future application processes. This applies only where you have elected to make your profile visible to Jungheinrich recruiters worldwide as per Clause 8 below.

7. Deletion of data / withdrawal of consent

Should you withdraw your application, we will cease to retain your personal data, or anonymise it, as soon as it is reasonable to assume that the purpose for which the data was collected is no longer being served and retention is no longer necessary for legal or business purposes.

If you wish to withdraw your consent to the collection, use and disclosure of your personal data within the scope of the consent given as part of the application process, please use the contact form [<https://www.jungheinrich.com.sg/?fcid=557570557116>].

8. Consent / data protection declaration

Data Protection declaration

By accepting our data protection declaration for our online application and onboarding process, you confirm that you have taken note of our data protection information.

Consent

If you have chosen to make your profile visible only to recruiters who manage positions for which you wish to apply, you agree to the following:

- Only persons authorised by Jungheinrich may process my personal data in order to assess me as a suitable candidate for the position I am currently applying for, as described in the data protection declaration.

If you have decided to make your profile visible to every Jungheinrich recruiter worldwide, you agree to the following:

- Jungheinrich may share my personal data with other companies within the Jungheinrich Group in order to assess me as a suitable candidate for similar positions, now or in the future, as described in the data protection declaration.

By selecting the relevant option, you consent to Jungheinrich retaining your application details and sharing them with Jungheinrich Group companies globally for consideration for future employment opportunities.

You can change your privacy settings at any time or withdraw your consent to this processing at any time. Upon withdrawal of consent, Jungheinrich will cease collecting, using or disclosing your personal data for the relevant purpose unless otherwise permitted or required under the PDPA or other applicable

laws. We will also cease to retain, or anonymise, such personal data when it is no longer necessary for legal or business purposes. Please note that withdrawal of consent may affect our ability to consider your application, administer your onboarding process, or manage your employment relationship where the relevant personal data is required for those purposes.

Where permitted under the PDPA, we may collect, use and disclose personal data without consent where reasonably necessary for evaluating suitability for employment or for managing or terminating an employment relationship.

9. Your rights as the data subject

Under the PDPA, you have the right to:

- Request correction of any error or omission in your personal data held by us.
- Withdraw your consent to the collection, use or disclosure of your data at any time, subject to legal or contractual restrictions and reasonable notice
- Request access to personal data and information about how your personal data has been used or disclosed by us within one year before the request date, subject to the exceptions under the PDPA.
- If you have concerns regarding our handling of your personal data, please contact us using the details below. If the matter is not resolved satisfactorily, you may submit a complaint to the Personal Data Protection Commission (PDPC).

10. Questions about data privacy

If you have any questions on the subject of data protection, you can reach our Data Protection Officer via e-mail at singaporedpo@jungheinrich.com.sg or by post at

JUNGHEINRICH LIFT TRUCK SINGAPORE PTE LTD

7 Joo Koon Way
628945 Singapore
Singapore
+65 6558 7600

Attn: Data Protection Officer

Further information on data privacy at Jungheinrich can also be found on our homepage <https://www.jungheinrich.com.sg/data-privacy-557600>.