

INFORMATION ON THE PROCESSING OF PERSONAL DATA OF JOB APPLICANTS

In connection with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27.04.2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing of Directive 95/46/EC (hereinafter: GDPR), we inform you below about the principles of processing your data in connection with applying for employment at Mahle.

1. The controller of your personal data is, depending on the entity to which you have applied, the company:
 - a. MAHLE Shared Services Poland Sp. z o.o., ul. Świętego Mikołaja 18-20,50-128 Wrocław, e-mail: rekrutacja.wroclaw@mahle.com
 - b. MAHLE Thermal and Fluid Systems Sp. z o.o., ul. Wodna 15, 63-400 Ostrów Wielkopolski, e-mail: rekrutacja.ostrow@mahle.com
 - c. MAHLE Polska Sp. z o.o., ul. Mahle 6, 63-700 Krotoszyn, e-mail: rekrutacja.krotoszyn@mahle.com
 - d. MAHLE Aftermarket GmbH Sp. z o.o. oddział w Polsce, ul. Pogodna 2, 51-180 Psary, e-mail: rekrutacja.wroclaw@mahle.com

(hereinafter: Controller).

2. Contact with the Controller is possible in writing at the above address or via e-mail: data.privacy.poland@mahle.com.
3. If you have been recommended as a job candidate by an employee of the Controller within the framework of the Controller's employee recommendation program, your personal data, to the extent of your name, contact details and personal data contained in the submitted resume, have been made available to the Controller by the recommending person (employee of the Controller).
4. Your personal data will be processed:
 - a) to carry out the recruitment process, in connection with the performance of legal obligations related to the employment process, including primarily the Labor Code, and to take actions necessary before concluding the relevant contract. The legal basis for the processing of the data is the legal obligation of the Controller (Article 6 (1) c) of the GDPR in connection with the provisions of the Labor Code) and the necessity to take actions before concluding a contract in the case of civil law contracts (Article 6 (1) b) of the GDPR). In the case of the transfer of personal data not required by law or by the Controller, the legal basis for the processing of the data is your consent expressed by action (Article 6 (1) a) of the GDPR, Article 9 (2) a) of the GDPR). In terms of the need to verify the candidate, including his/her skills (Article 6 (1) f) of the GDPR - legitimate interest to select the right candidate),
 - b) to conduct future recruitment processes, in case you consent to the processing of your data for this purpose. The legal basis for data processing is your consent (Article 6 (1) a) of the GDPR),
 - c) to include you in the recruitment process on the basis of the employee recommendation program and the implementation of the program, including the granting of an appropriate bonus

to the recommending person. The legal basis for data processing is the legitimate interest of organizing an employee recommendation program, attracting candidates and awarding a bonus to the referrer (Article 6 (1) f) of the GDPR),

- d) establishment, investigation and defense against claims. The legal basis for data processing is the legitimate interest of safeguarding the Controller's legal interests (Article 6 (1) f) of the GDPR).
5. Your personal data will be kept for the time necessary for the recruitment process, but no longer than 2 years from the date of obtaining the application. To the extent that data is processed on the basis of consent, your personal data will be stored in accordance with the above period or until you withdraw your consent. To the extent that consent is given for participation in future recruitment processes, data will be stored until consent is withdrawn, but no longer than 2 years from the date the application was obtained. Personal data may be kept longer when necessary to protect against claims, but no longer than 3 years from the date the claim became due.
 6. The following persons may have access to your personal data:
 - a) persons authorized by the Controller,
 - b) entities providing services to the Controller, including IT services, ICT services, document storage services, consulting services,
 - c) Mahle group companies,
 - d) entities supporting the Controller in the field of recruitment, including IT software providers, recruitment agencies, consultants, operators of platforms enabling recruitment processes, entities verifying candidates,
 - e) state authorities in the performance of their public tasks.
 7. Access to your personal data, to the extent limited and necessary for the granting of the bonus (e.g. information on the employment or rejection of the candidate), will be provided to the recommending person participating in the employee recommendation program.
 8. You have the right to request from the Controller:
 - a) access to your personal data,
 - b) rectification (correction, completion) of your personal data,
 - c) data portability,
 - d) erasure of your personal data or restriction of processing.

In addition, you have the right to object to the processing of your personal data in situations where your data is processed on the basis of a legitimate interest.
 9. The consents you have given (e.g. for participation in future recruitments) can be withdrawn at any time by contacting the Controller. However, the withdrawal of consent does not affect the lawfulness of processing carried out before its withdrawal.
 10. In addition, you have the right to file a complaint with the supervisory authority (President of the Office for Personal Data Protection).
 11. The exercise of certain rights may be limited due to the law or the legitimate interests of the Controller.

12. Provision of personal data is required by the Labor Code. In the case of civil law contracts, providing data is a requirement of the Controller. The consequence of failing to provide data is the inability to consider your candidacy in the recruitment process. With regard to data not required, providing data is voluntary.