

## Data Protection Declaration

### Data protection advice introduction

Please read this data protection advice carefully before entering your personal applicant profile in our applicant management system.

CLAAS Germany\* (hereinafter: CLAAS) takes the protection of your personal data very seriously and respects your interest in the protection of the personal data you provide us with as part of the application process. CLAAS ensures, both technically and organisationally, that the regulations on data protection are met. For this, the necessary protective measures are taken and continuously adjusted to the current status of technology.

### Application area of this data protection information

The following information applies to electronically transmitted applications given to CLAAS in response to a specific job offer or via the CLAAS job portal as well as information transmitted to CLAAS in context of talent relationship management. The information applies to all of the applicant's\*\* personal data, which is disclosed within the scope of the application process or talent relationship management (applicant data) and especially to

- (i) All personal data provided in the application
- (ii) All information transmitted in association with the application that can be derived and that can be related to the user
- (iii) Further third party data (e.g. references to former employers) recorded in association with the application.

### Use and transfer of personal data

Within CLAAS, only authorised employees from the HR department at the CLAAS company you are applying to, as well as the corresponding managers from specialist divisions and possibly the works council, have access to the applicant data. Access is restricted to use as part of the candidate selection process or talent relationship management. Transfer to other CLAAS companies or a company outside of the CLAAS group and use for other purposes does not take place without your explicit permission.

Your data will be passed onto bodies entitled to disclosure if CLAAS is obliged to do so legally or by court order.

### Applicant pool

Activating the applicant pool in our system in addition to your registration has the following benefits:

- All CLAAS recruiters from all companies can view your data
- All recruiters can pass on your data to all company managers at CLAAS
- All recruiters can contact you to tell you about any offers that might be of interest.

You can deactivate the applicant pool at any time.

### Talent relationship management – CLAAS Next Generation

After a very successful internship / apprenticeship / dual studies at CLAAS, you will have the opportunity to become part of our talent relationship program CLAAS Next Generation. In this case your data will be saved for five years. There will be a separate clearing process for this.

\* CLAAS Germany is made up of CLAAS KGaA mbH, CLAAS Vertriebsgesellschaft mbH, CLAAS Selbstfahrende Erntemaschinen GmbH, CLAAS Global Sales GmbH, CLAAS Service and Parts GmbH, all of the above with their headquarters in Harsewinkel, as well as CLAAS Industrietechnik GmbH with its headquarters in Paderborn, CLAAS Saalgau GmbH with its headquarters in Bad Saalgau and CLAAS E-Systems KGaA mbH & Co KG with its headquarters in Gütersloh.

\*\* Only the male form is used in this data protection advice to make it easier to read. We explicitly point out that the grammatical male form always applies equally to the female form.

### Automatically collected information

When you access the CLAAS web pages, general information is automatically collected (e.g. the Internet browser used, number of visits, average time spent on the site and the retrieved pages). This information is used to improve the attractiveness, contents and functionality of the website.

The web analysis tools from etracker GmbH ([www.etracker.com](http://www.etracker.com)) and Webtrends Inc. ([www.webtrends.com](http://www.webtrends.com)) are used on the website; these allow an analysis of the use of websites.

Cookies are used for web analysis and for additional purposes. Cookies are little text files, which are stored locally in the temporary memory of the Internet browser of the person visiting the page and they allow your computer to be recognised again when the website is called up again. Cookies do not contain any personal data so protection of the private sphere remains secure. Most Internet browsers are set to automatically accept Cookies.

However, you can deactivate Cookies from being saved or set your browser to tell you whenever Cookies are being sent. In this case, it may not be possible to use all of the functions to the full extent.

The data produced when visiting the website is collected and saved for CLAAS for marketing and optimisation purposes on a server in Germany. A pseudonym use profile can be created from this data for example. The data recorded with the etracker or webtrends technologies will not be used to personally identify the users of this website and will not be compiled with any other known personal data on the person with the pseudonym.

## **Data storage**

CLAAS saves your personal data on the system for as long as necessary and as long as there is a justified interest in keeping it. Your personal data will be kept in the system for 12 months after your last login and then deleted unless legal regulations stipulate a longer storage period.

If you have not logged into the system for a longer period (11 months), you will be notified that your data will soon be deleted. If you do not login again, your account will automatically be taken out of the system and your personal data will be deleted.

In the framework of the program CLAAS Next Generation, your data will be saved for up to five years.

## **Correction or deletion of data**

You have a right to disclosure of your saved data and also the right to correction, blockage or deletion of the data if applicable. Once you have transmitted your personal data to CLAAS, you can view the data online at any time and change it yourself using the application assistant. You also always have the option of sending a message to CLAAS with your concern. The contact person at CLAAS is the responsible recruiter stated in the respective job advertisement.

You can delete the saved data yourself - including before expiry of the system's storage period of twelve months - by using the "delete registration" field in the application assistant.

## **What should I consider when transmitting information via the Internet?**

The application form, all of the information contained in it and all information provided to CLAAS within the scope of the application process or for being part of CLAAS Next Generation is transmitted via the Internet, which is accessible to everyone. CLAAS would like to point out that this transmission method is not secure and that the data, irrespective of the sender's or recipient's location, can be transmitted without restrictions across national borders. The personal data is transmitted without encryption via the Internet. An SSL encryption (Secure Socket Layer) is not used for data transmission.

Your details will be saved on extra secure servers once it is received by CLAAS. These are protected against loss, destruction, access, modification or distribution of your data by unauthorised persons using technical and organisational measures. It is only possible for a few, authorised persons to gain access to your data. These people are responsible for taking care of the server technically, commercially or editorially. However, despite regular controls, full protection against all risks is not possible.

## Contact

Please contact the recruiter stated in the job advertisement with any problems, questions or suggestions. The data protection officer at CLAAS can also provide further information.

Data protection officer: Mr Christian Vogt, e-mail: [datenschutz@claas.com](mailto:datenschutz@claas.com)

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