



## Data Protection Notice: CLAAS Career Portal

### Introduction to the Data Protection Notice

Please read this Data Protection Notice carefully before you enter your personal job application profile in our applicant management system.

CLAAS Germany (hereinafter called "CLAAS") consists of the following entities: CLAAS KGaA mbH, CLAAS Vertriebsgesellschaft mbH, CLAAS Selbstfahrende Erntemaschinen GmbH, CLAAS Global Sales GmbH, CLAAS Service and Parts GmbH, CLAAS Material Handling GmbH, CLAAS Industrietechnik GmbH, CLAAS Saulgau GmbH and CLAAS E-Systems GmbH. CLAAS takes the protection of personal data very seriously and respects your interest in protecting your personal data which you send us during the job application procedure.

CLAAS has introduced technical and organizational measures to ensure that data protection regulations are observed. For this purpose, we have implemented the required technical and organizational protection measures which are continuously improved and adapted to the latest state of the art.

This applicant portal is operated by

CLAAS KGaA mbH  
Mühlenwinkel 1  
33428 Harsewinkel  
Germany

as the controller.

Contact data of the data protection officer:

[Datenschutz@claas.com](mailto:Datenschutz@claas.com)

### Application area of this Data Protection Notice

The following information applies to electronically transmitted job applications which are sent to CLAAS in response to a corresponding advertisement of a vacancy or via the CLAAS career portal and to documents and data transmitted to CLAAS in connection with talent retention. The information here applies to all the personal data of the applicant that become known during the job application procedure and talent retention (applicant data), especially to

- all personal data which are provided in the job application,
- all information which can be derived from the job application, relates to the user and is transmitted in connection with the job application,
- other third-party data (e.g. references from former employers) which are collected in connection with the job application.

### Purpose of data processing

Your personal job application data will be collected and processed solely for the specific purpose of filling job vacancies in our company and retaining talents with the also here overriding purpose of justifying or continuing an employment contract. Your data will normally only be sent to the offices and technical departments which are responsible for the specific job application procedure inside the company. You can personally choose other uses with express permission for the purpose of filling other job vacancies and retaining talents in the online process. If we ask you, how you became aware of us or who has recommended you to apply at CLAAS, it is a voluntary indication. The requested information is used to evaluate and optimize our employee recruitment activities and, to the extent that a specific employee is named, to review and pay out employee rewards in accordance with our employee referral program.

The main legal basis here is Article 6 (1b) of the EU General Data Protection Regulation (GDPR) in conjunction with § 26 (1) of the German Federal Data Protection Act (BDSG). In accordance with Article 6 (1a) of the EU GDPR in conjunction with § 26 (2) of the German Federal Data Protection Act, consent can also be obtained as a permission standard complying with data protection law. If data processing is based on consent, you have a right of revocation at any time with effect for the future.



### **Use and transmission of personal data**

Inside CLAAS, applicant data can only be accessed by authorized employees from the HR departments, as well as by relevant managers or - where appropriate - their deputies from the operating departments and, if necessary, the works council and, if necessary, the committee for the severely handicapped, and, if necessary, IT administrators.

Access is limited to use during the personnel selection process and talent retention as well as handling of unsolicited applications. Applicant data will not be sent to other CLAAS companies without your express consent.

If CLAAS is obliged by law or as a result of a court order to pass on your personal data, they will be transmitted to the offices entitled to receive information.

### **Applicant pool**

If you also activate registration in our system for the applicant pool,

- all recruiters can transmit your data across the company to managers at CLAAS,
- all recruiters can contact you in order to draw your attention to interesting offers.

You can deactivate registration for the applicant pool again at any time.

### **Talent retention – CLAAS Next Generation**

Under certain conditions you have the possibility of being included in a talent retention programme. In this case your data and documents will be stored for two years. A separate consent process exists in this respect. You can extend the participation in the programme twice before the end of the retention period for two years each, to a maximum of six years.

### **Retention period for applicant data**

Erasure of your personal application data takes place automatically six months after the last activity in our career portal, but no later than six months after receipt of the rejection.

This does not apply if legal regulations do not permit erasure or continued storage is necessary as documentary evidence.

You can remove your profile data in the career portal at any time by clicking the corresponding box "Delete registration". You thereby cancel all activated and incomplete job applications, also from promised application processes. Your profile will then be deleted after observing the above-mentioned periods.

### **Rights of data subjects**

In accordance with valid data protection regulations, you have the right to receive information and the right of rectification, erasure and revocation of granted consent at any time with effect for the future. You also have the right to restrict data processing. You are also entitled to receive the data which you transmitted.

If you have any questions relating to collection, processing or use of your personal data, would you please contact the recruiter mentioned in the advertisement of a vacancy, the above-mentioned controller or the data protection officer.

You may personally erase your stored data by using the box "Delete registration" in the job application assistant for this purpose.

You also have the right to complain to the data protection supervisory authority.

After you have sent CLAAS your personal data, you can read these data at any time online and change them personally using the job application assistant. You can also send a message about your concern to CLAAS at any time. The contact person at CLAAS is the responsible recruiter shown in the respective advertisement of a vacancy.

### **Data security**

CLAAS uses technical and organizational security measures to protect the data you provided against manipulation, loss, destruction or unauthorized access. The availability, confidentiality and integrity of your data are therefore guaranteed.

### **What aspects must be considered when transmitting information via the Internet?**

The job application form, all information contained therein and all information which you provide to CLAAS during the application procedure and for participation in the CLAAS Next Generation programme are transmitted via the Internet.



In order to protect the data collected as part of your job application against manipulations and unauthorized access, your online job application is transmitted in encrypted form according to the latest state of the art.

Your data are stored following receipt by CLAAS on specially protected servers. These servers are protected by technical and organizational measures against loss, destruction, access, change or distribution of your data by unauthorized persons. Your stored data can only be accessed by a few authorized persons. These employees are responsible for the technical, commercial or editorial supervision of the servers. In spite of regular checks, however, total protection against all dangers is not possible.

#### **Transfer of data to third countries**

We do not intend to transfer your data to a third country.

If we transfer personal data to service providers and internal trading partners outside the EU, this transfer will only take place if the EU Commission confirmed that the third country has an appropriate data protection level or other suitable data protection guarantees or standard data protection clauses enacted by the EU were agreed.

#### **Information for applicants under the age of 16**

If you have not yet reached the age of 16, you must prove that consent for data processing was given by your holder of parental responsibility or with his/her approval. You can submit this proof by enclosing with your application documents a corresponding declaration signed by your holder of parental responsibility.

#### **Supplementary regulations / general provisions**

Our General Data Protection Regulation applies in addition to this Data Protection Notice for our career portal. You can find our General Data Protection Regulation on our homepage CLAAS.com. Continuous development of Internet regulations necessitates changes to our data protection documents from time to time. We therefore reserve the right to make corresponding changes at any time.

#### **Contact**

If you have any problems, questions or suggestions, please contact the recruiter named in the advertisement of a vacancy. Further information in this respect can also be provided by the data protection officer at CLAAS.

**Data protection officer: Mr. Christian Vogt, Email: [datenschutz@claas.com](mailto:datenschutz@claas.com)**

**CLAAS KGaA mbH  
Mühlenwinkel 1  
33428 Harsewinkel  
Germany**