

## Privacy Information

The following information give you an overview of our handling of your personal data (hereinafter referred to as “data”) and your data protection rights in the context of the application process. The specific data we process from you results from the recruitment process.

Please also pass on this information to persons who are involved on your side in the context of the employment relationship, such as family members.

---

### Index of Content

1. Organizational Information .....	2
2. Type of Data and its Source.....	2
3. Purpose of the Processing and its Legal Basis .....	3
4. Recipients of the Data.....	4
4.1. General Provisions.....	4
4.2. Data Transfer to a third Country .....	5
5. Duration of Data Storage.....	5
5.1. Declaration of Consent .....	6
6. Data Protection Rights .....	6
7. Obligation to provide Data .....	7
8. Automated individual Decision-making & Profiling .....	7
9. Right to Object according to Article 21 GDPR.....	7
General Terms and Conditions of Use for the Career Portal.....	8

2

## 1. Organizational Information

Generally, data processing activities in the context of our career portal are controlled by *Sartorius Corporate Administration GmbH, Otto-Brenner-Straße 20, 37079 Goettingen, Germany*

The company is represented by:

Managing Director: Dr. Joachim Kreuzburg, Rainer Lehmann

Other processing activities regarding the assessment of your application are controlled by the relevant [Sartorius Entity](#), to which your job application is submitted through the online career portal.

If different Sartorius Entities act as joint controllers, *Sartorius Corporate Administration GmbH* is designated as a single point of contact for data subjects under the GDPR.

You can contact our data protection officer at the address mentioned above or by e-mail at [datenschutz@sartorius.com](mailto:datenschutz@sartorius.com) or [dataprotection@sartorius.com](mailto:dataprotection@sartorius.com).

## 2. Type of Data and its Source

On our career portal you can inform yourself about the employment at [Sartorius](#), view job offers and apply for a vacant position.

Browsing through the career portal without registering is covered by the section of our [notice](#) on the use of our website (please see section 2.).

The first step in submitting an online application is to register in our career portal. At this point, we will only ask you for your basic contact details, such as your e-mail address.

In order to complete and submit an application, we ask you to provide us with certain "Applicant Data", e.g:

- General personal data (master data such as salutation, title, first name, name, date of birth)
- Contact details (address, telephone number, e-mail address)
- User language
- Details of your professional qualifications (in particular school education, professional education, previous work, information on continuing professional education, certificates, further qualifications)
- Cover letter
- Possibly further data of the entire application process, such as test results, assessment center, personality tests
- Other information that you provide us in connection with your application
- Anonymous or pseudonymous data for statistical analysis

If you have voluntarily provided specific categories of personal data (such as health data, religious affiliation, degree of disability) in the letter of application or during the application process, processing will only take place if you have consented to it or if a legal permit justifies this.

3

Your personal data usually will be collected directly from you as part of the application process via the Career Portal.

In certain cases, however, we may receive data from third parties as required by the application process or to whom you have provided your information for transferring them.

In case of Social agreements (e.g.: Agentur fuer Arbeit, IHK), we accept applications via emails where the applications will be uploaded into the Career Portal after the signed consent from the applicant.

Third party data processing takes place only when contractual agreements have been made with Sartorius and they comply with the data protection guidelines of the GDPR as well as our corporate policy. We will receive the consent of the applicants for the transfer of the data and the processing of the data by Sartorius.

- Authorized headhunters
- Publicly disclosed job-related information, such as in professional social media networks
- External recruiter

We do not collect data from any other unknown sources.

You can open an applicant account in the application portal and add, update, change or delete your details at any time.

You have the opportunity to apply for an advertised position, to make your application documents available for other positions or to submit an unsolicited application

### 3. Purpose of the Processing and its Legal Basis

We collect and process your data in accordance with legal provisions, in particular the EU General Data Protection Regulation (GDPR) and other country-specific provisions for the following purposes:

**1. Within the framework of the contractual relationship (Article 6 (1) (b) of the GDPR)**

Your data will be processed for the implementation as well as the completion of the application process and the assessment of the suitability for the employment in question (Article 6 (1) (b) of the GDPR).

If you and Sartorius will have an employment relationship, the data already received by you also will be used for further processing the recruitment process as well as for the implementation / termination of the employment relationship (Article 6 (1) (b) of the GDPR).

**2. On basis of a consent (Article 6 (1) (a) of the GDPR)**

You can give your consent to the storage and processing of data at the end of the data protection declaration or in the Career Portal separately. Our consent forms can be found in the section: Duration of Data Storage

If you have given a declaration of consent you have the right to revoke the consent for the future at any time.

4

**3. Due to legal requirements (Article 6 (1) (c) of the GDPR) or in the public interest (Article 6 (1) (e) of the GDPR)**

In addition, due to the European Anti-Terror Regulations 2580/2001 and 881/2002, as well as Embargo lists of the European Union, such as the European Regulation 208/2014, we are required to compare the first name, name, date of birth, address and nationality of the employees with these lists to ensure that no funds or other economic resources are provided for terrorist purposes (Article 6 (1) (c) and (e) of the GDPR)

**4. As part of the balance of interests (Article 6 (1) (f) of the GDPR)**

If necessary, we process your data in order to safeguard our legitimate interests or those of third parties (Article 6 (1) (f) of the GDPR).

- For the investigation of criminal offenses (Article 6 (1) (f) of the GDPR)
- For the data exchange for administrative purposes within the group
- To assert legal claims and defense in legal disputes
- To defend against asserted legal claims from the application procedure against us
- The anonymized processing for internal statistical purposes, such as studies about a candidates behavior

The processing of special categories of personal data (such as health data) is based on your consent in accordance with Article 9 (2) (a) of the GDPR insofar as not legally permission offences, such as Article 9 (2) (b) of the GDPR are relevant.

## 4. Recipients of the Data

### 4.1. General Provisions

Within our organization those entities will be given access to your data that need these data for the fulfillment of the above mentioned purposes, in particular for the decision on the conclusion of the contract and for the fulfillment of our (pre-) contractual and legal obligations (e.g.: responsible employees and decision-makers of the responsible personnel department and the specialist department, the works council and if necessary the representative of severely disabled persons). The employees of the Sartorius Group are required to maintain secrecy and to protect all personal data.

In the case of unsolicited applications and applications that are to be used for other positions within the Group, the documents will also be forwarded to the positions of the Sartorius Group for which the applications are intended.

In order to process the documents, it may be necessary to transmit the data to positions in other countries. We assure you that the relevant data protection regulations are adhered to.

As an employer, we have legal obligations to transfer data. In addition, we use selected service providers (processors) and vicarious agents, who can obtain access to your data in the required extent and use them for the fulfillment of the orders we have issued.

5

In the case of transmission of personal data on behalf of Sartorius, the applicant's consent will be obtained prior to transmission.

Your data can be transmitted under these conditions:

- The transmission is required by law
- The disclosure of the data is required for contractual reasons, such as travel bookings
- The transmission is required for other processes related to the recruitment (e.g. relocations, welcome centers, online tests and assessment by tools or by centers)
- It is in the interest of the party concerned (participant whose personal data are to be processed)

## 4.2. Data Transfer to a third Country

Data transfer to offices in countries outside the European Union (so-called third countries) is generally not intended.

The advertised position or the decision-maker(s) for filling the position may be located in a country outside the EU and the EEA in individual cases.

In the case of a transfer to recipients in third countries (for EU citizens this are countries outside the EU and the EEA, for non-EU and EEA citizens outside this are all other countries), the transfer will only take place if the EU Commission has established an appropriate level of data protection for this third country or Sartorius has agreed on appropriate contractual guarantees with the recipient to ensure an adequate level of data protection. Irrespective of the EU Commission's findings, Sartorius agrees with all recipients of personal data transmitted by Sartorius to provide a guarantee of an appropriate level of data protection and checks compliance with the agreed measures.

We have completely or partially transferred IT services (in particular technical support and remote maintenance) to service providers (processors). The access to your data by the external service provider is not provided. Independently of this, the service provider is obliged to comply with the applicable data protection regulations.

## 5. Duration of Data Storage

We retain personal data only for as long as there is a legitimate reason or other legal ground to do so, and will keep these reasons legal bases under review. If there is no longer a legal ground for the data to be retained, we will erase personal data securely, or in some cases anonymise it.

Your basic contact data will be erased if you cancel your user account.

Your applicant data will be stored for a period sufficient to enable us to review your application. If your application is not successful or if you withdraw your application, your application data will be erased, unless further retention can be based on other legal grounds (e.g. for the exercise of our legal rights, or compliance with Applicable Laws).

If your application is successful, any data provided through this recruitment system may be further processed for (or in relation to) your future employment with us, and to allow us to carry out the monitoring activities required of us as an equal opportunities employer.

6

If you, at your discretion, give us your specific consent, we will store your application information in our e-recruitment system for a period of 18 months counting from your last visit. If you do not log into your profile in the 18-month period, your application information will be automatically removed. If you withdraw your consent prior to the expiration of the 18-month period, we will erase your personal data immediately.

### 5.1. Declaration of Consent

**I consent to my data being stored, including after a specific job has been filled, and to being advised of any interesting job offers.**

1. Your personal data will be stored for the duration of the application process. If your application for an advertised position cannot be considered, we will automatically delete your data after 6 months after we have informed you of the rejection. We will inform you about the deletion before the expiry of this period. This period is necessary to guarantee your legal claims in the event of a rejection and to give us the opportunity to process the claims brought in.
2. You can also subscribe for the Sartorius jobs in case of a rejection and apply for individual jobs directly using the Sartorius application portal.
3. If you want Sartorius to consider your application documents for further job advertisements after the 6 month deadline, you must register again on the Career Portal and consents for further processing (according to Article 6 (1) (a), Article 7 of the GDPR)
4. The longer-term storage takes place for a maximum of 2 years, unless a longer retention period results from a different legal basis (e.g. if the applicable law of the country you are applying for requires a longer retention period – e.g. 3 years in USA, Puerto Rico, Canada or 2 years in Finland).

## 6. Data Protection Rights

Every data subject has the right of access (Article 15 of the GDPR), the right to rectification (Article 16 GDPR), the right to deletion (Article 17 GDPR), the right to restrict the processing (Article 18 GDPR), the right to object to the processing (Article 21 GDPR) and the right to data portability (Article 20 GDPR) as far as there are no precluding statutory provisions (in particular under Article 15, 17 GDPR).

To claim your rights, contact HR Recruiting by e-mail: [recruiting@sartorius.com](mailto:recruiting@sartorius.com).

However, we ask for your understanding that, in order to protect you against queries or inquiries by unauthorized third parties, we will only provide information in writing to the address you have entered on the career portal.

In addition, there is a right to lodge a complaint with a supervisory authority (Article 77 of the GDPR).

The responsible data protection supervisory authority is:

*Die Landesbeauftragte fuer den Datenschutz Niedersachsen, Prinzenstraße 5, 30159 Hannover*

7

## **7. Obligation to provide Data**

As part of your application you have to provide the data that are necessary for carrying out the application process and the suitability assessment or for the collection of which we are legally obliged. Without these data we will not be able to complete the application process and make a decision to establish an employment relationship with you.

## **8. Automated individual Decision-making & Profiling**

In principle we do not use fully automated individual decision-making or profiling within the application process in accordance with Article 22 GDPR.

## **9. Right to Object according to Article 21 GDPR**

For reasons arising from your particular situation, you have the right at any time to file an objection against the processing of data relating to you, that occur according to Article 6 (1) (e) GDPR (data processing in the public interest) and Article 6 (1) (f) GDPR (data processing on the basis of a balancing of interests).

In the event of a revocation, your documents and personal data are blocked and can no longer be considered for the current application procedure or other applications.

8

## General Terms and Conditions of Use for the Career Portal

1. The Sartorius Career Portal is only available to registered users.
2. Choose a user name and a secure password during registration.
3. Make sure that your data, in particular your password, is not accessible to third parties.
4. Make sure that you provide correct information when registering. If your data should change, please update it immediately. Make sure that the e-mail address you provide to Sartorius is always valid.
5. You can delete your account in the Career Portal at any time. In such a case, Sartorius will remove your personal data and data that allow us to identify you personally.
6. You are responsible for all content (especially files, images, etc.) that you upload to the Sartorius Career Portal. You are also responsible for ensuring that no content you upload to the Sartorius Career Portal infringes upon any personal rights, intellectual property rights, and proprietary or third party rights.
7. You are responsible for all transactions and other activities carried out through your account. If and to the extent that you become aware that third parties are misusing your data, inform Sartorius immediately in writing or, if necessary, by e-mail ([recruiting@Sartorius.com](mailto:recruiting@Sartorius.com)). After receiving such notification, Sartorius will block access to your account on the Career Portal. Your account will be deactivated immediately. You can only use the Career Portal again once you have registered new.
8. You indemnify Sartorius and its affiliated companies against all claims for damages by third parties arising from the disclosure of your password to third parties or from the performance of illegal activities by you or third parties for which you are responsible.
9. These Terms of Use do not constitute a limitation or exclusion of Sartorius's liability under liability laws for injury to life, limb or health, fraudulent concealment of a defect or in the event of intent or gross negligence on the part of Sartorius. Sartorius's liability in cases of slightly negligent breach of duty that limit material rights or obligations arising from these Terms of Use or any obligation shall be limited to typical, foreseeable damages. In all other cases, Sartorius's liability is excluded in accordance with these Terms of Use.
10. If you violate these Terms of Use, your authorization to use the Sartorius Career Portal automatically terminates. In addition, Sartorius may, at its sole discretion, terminate your permission to use the Sartorius Career Portal at any time, even without violating these Terms of Use. Your data will be erased completely.



9

Sartorius may at any time and without giving reasons refuse you the right to access your account on the Career Portal by suspending your account. This applies in particular if you have registered false data, violated these Terms of Use or failed to comply with your duty of care regarding your data, in particular your password, or violated applicable laws when accessing or using the Sartorius Career Portal, infringed the rights of other persons and disseminated content for which you could be prosecuted. Your data will be erased completely.