

Information on Data Protection for Job Applicants (m/w/d) pursuant to Art. 13 and Art. 14 General Data Protection Regulation ("GDPR")

You have provided personal data to us about yourself and/or another person. It is also possible that we have obtained your personal data from another person/agency. Pursuant to Art. 13 and 14 General Data Protection Regulation (GDPR), we are required to inform you as follows:

1. Name and contact details for the controller and contact details for the data protection officer

Eppendorf SE, Barkhausenweg 1, 22339 Hamburg, Telephone: 040-538 01 0 or the company named in the job advertisement (hereinafter, "Eppendorf", "we" or "us") is responsible for the processing of your personal data in accordance with Art. 4 number 7 GDPR.

You can reach the data protection officer at:

datenschutzbeauftragter@eppendorf.de.

2. Data processing, purposes and legal bases for the processing

We use the job applicant management system "Workday" in the selection process (additional information about this in point 3.1 below). We process various categories of personal data. This first involves data which are absolutely necessary for carrying out the application process (e.g. your contact details). This mandatory information is designated in each case with an asterisk. Secondly, we process data you have voluntarily provided (e.g. résumé, cover letter, photograph, qualifications). These data fields do not have an asterisk. The voluntary information helps us to get to know you better and can accelerate the application process.

We may also process your personal data obtained from other sources, including external business partners, e.g. personnel recruiting companies. We can also receive data which you have made public in professional oriented social networks (such as e.g. LinkedIn, XING etc.) or which you have transmitted to us through other websites such as e.g. Stepstone job board, or from publicly accessible sources (only to the extent the data are relevant for your professional experience). The purpose is to contact you for job offers or to examine the accuracy of your information in the application documents.

The data processing with regard to your application serves to properly carry out the application process when looking for suitable candidates.

The legal basis for collecting your data is Art. 6 paragraph 1 lit. b GDPR. If you provide information to us for the application which is not needed for evaluating your suitability in the application process (e.g. photograph or statements about hobbies), this is voluntary in accordance with Art. 6 paragraph 1 lit. a GDPR, or this is covered by

special categories of personal data under Art. 9 para. 2 lit. a GDPR. The temporary continuing storage of your personal data which you have transmitted after the end of the application process (see point 6 of this Information on Data Protection) is based on Art. 6 paragraph 1 lit. f GDPR in the case of a rejected application. This is necessary to preserve our legitimate interest in defense in the case of a legal dispute.

If we obtain information from your public profile on professional social networks, we base the processing on our legitimate interest in establishing a basis for a decision and for stating the reasons for an employment relationship with you. The legal basis is Art. 6 paragraph 1 lit. f GDPR in conjunction with Art. 9 paragraph 2 lit. e GDPR.

3. Recipients/categories of recipients, transmission of personal data to foreign countries

3.1 We can transmit your personal data to companies affiliated with us to the extent this is permissible in the context of the above-mentioned purposes and legal bases. There is also a possibility that your personal data will be processed by external service providers. These service providers can only process your personal data in accordance with our instructions. These are accordingly contract data processors within the meaning of Art. 28 GDPR. They are carefully selected and are required by law and contract to assure a high level of data protection.

At the present time, we use only the human resources system "Workday" provided by Workday Ltd., Ireland, for various purposes, including as a job application management system. Workday Ltd. acts as our data processor within the meaning of Art. 28 GDPR. The data are stored within the European Union. In order to assure a stable system and continuous operation, Workday Inc., with its headquarters in the USA, has access to the data stored in Workday as a subcontractor in specific instances for maintenance purposes. The data transmission takes place on the basis of an adequacy decision of the European Union on reasonableness, the Data Privacy Framework.

https://commission.europa.eu/system/files/2023-07/Adequacy%20decision%20EU-US%20Data%20Privacy%20Framework_en.pdf.

In addition, we and Workday Ltd. and Workday Inc. have established various guarantees including especially the conclusion of the standard data protection clauses in accordance with Art. 46 paragraph 2 lit. c, including the binding internal provisions on data protection (Binding Corporate Rules) of the Workday Group in accordance with Art. 46 paragraph 2 lit. b, Art. 47 GDPR. The standard clauses of the European Commission (status 4 June 2021) are available here:

https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc_de

You can request a copy of these standard contract clauses through one of the contact channels set forth in point 5.

3.2 Data can, when appropriate, be transmitted to courts and external attorneys and/or tax advisors if this is necessary for effective asserting, exercising or defending against legal claims. The processing takes place on the basis of our

legitimate interests, whereby our interests result from the above-mentioned purposes (Art. 6 para. 1 lit. f GDPR).

4. Duration of storage and criteria for duration

Your personal data are stored so long as necessary to carry out the application procedure and for the applicable statutory time retention periods for data. If your application is rejected, we store your data for up to 6 months.

If we intend to again be able to contact you on the basis of your convincing application (if appropriate, even after the expiration of 6 months), this is only possible on the basis of a prior consent issued by you pursuant to Art. 6 paragraph 1 lit. a GDPR or, in the case of special categories of personal data, pursuant to Art. 9 para. 2 lit. a GDPR.

If we receive your personal data from an employment agency that reserves the right to claim fees or payment of commissions also in the event of a position continuing after the expiration of a time period of 6 months after the first introduction, a corresponding, longer duration for storage applies exclusively on the basis of a separate consent we must obtain from you pursuant to Art. 6 paragraph 1 lit. a GDPR or, in the case of special categories of personal data, Art. 9 para. 2 lit. a GDPR.

If you are hired, we continue to process your data to the extent necessary for carrying out the employment relationship.

5. Your rights as a data subject

You have the right to demand information through our above-stated contact address with regard to the processing of your personal data (Art. 15 GDPR), correction of any incorrectly stored personal data (Art. 16 GDPR), erasure (Art. 17 GDPR) as well as, if applicable, limited processing (Art. 18 GDPR).

You can also object to the processing of your personal data which we carry out on the basis of Art. 6 paragraph 1 lit. f GDPR (Art. 21 GDPR).

If the data processing takes place on the basis of your consent, you have the right to revoke your consent, whereby the revocation does not affect the legality of the processing that has taken place on the basis of the consent prior to cancellation of the consent. There is no automated decision-making, including profiling in accordance with Art. 22 GDPR.

If you are of the opinion that the way in which we process your personal data is illegal or might violate data protection law for any other reason, you have the right to file a complaint with a supervisory authority having jurisdiction for data protection. You can assert this right before a supervisory authority in the EU Member State where you are domiciled or where you have your job or at the location of a suspected violation. The data protection supervisory authority having jurisdiction over Eppendorf is the Hamburg Director for Data Protection and Freedom of Information [*Der Hamburgische Beauftragte für Datenschutz und Informationsfreiheit*] Ludwig-Erhard-Straße 22, 20459 Hamburg.

Eppendorf does not make any decisions in accordance with Art. 22 GDPR based exclusively on automated processing, including profiling.