



Miba Privacy Policy for Job Applicants

Dear job applicant:

We are pleased by your interest in Miba. As a family-owned company, Miba has assumed responsibility as employer for 90 years. Compliance with the applicable laws and other external and internal regulations is an integral part and the foundation of our business activities and decisions.

Therefore, Miba takes data protection seriously. In this Privacy Policy, we inform you of our processing activities in connection with your job application and thereby comply with the provisions of the General Data Protection Regulation (GDPR).

Applicability:

This Privacy Policy applies to the processing of applicants' personal data by Miba AG, Dr.-Mitterbauer-Str. 3, 4663 Laakirchen, Austria, and its subsidiaries with registered offices within the European Union. "Subsidiaries", within the meaning of this Privacy Policy, are all companies in which Miba AG directly or indirectly holds more than 50% of the shares. Miba AG and the aforementioned subsidiaries shall hereinafter each be referred to as a "**Miba company**". An overview of the Miba sites including contact details can be found on our website at www.miba.com/en/company/global-sites/.

Controller:

The Miba company with registered offices within the European Union to which you are applying ("**Miba**") is the controller within the meaning of the GDPR. This means that Miba decides on the purposes and means of processing personal data. The relevant contact details are included in the job advertisement or at www.miba.com/en/company/global-sites/.

Categories of Personal Data:

Miba processes the following categories of data or elements thereof. Please note that not all items on the list must apply to you. The specific data that is processed mainly depends on your information in your job application documents and on the sequence of the job application process. Please also note that the examples for the categories are not exhaustive.

- **Contact data:** e.g., name, form of address, title, academic degree, address, telephone number, mobile phone number, e-mail address and other information necessary for addressing, based on modern communications technology
- **Individual data:** e.g., language of communication, gender, date of birth, nationality, military service or alternative service, photo, information regarding your training and occupational experience, results from the assessment center/development center/potential analyses, self-description
- **Job application documents:** e.g., application letter, CV, references, certificates
- **Data regarding the job for which you are applying:** e.g., job title, possible starting date, salary expectations, desired place of work, willingness to travel
- **Other personal data,** which comes to light in the course of the job application process or is disclosed by you

We do not need any special categories of personal data from you (so-called sensitive data) for the job application process. Therefore, please do not send us any such information, e.g., information that indicates your race or ethnic origin, political opinions, religious or philosophical beliefs or union membership or any health data (e.g., illnesses, social security number).

Legal Basis:

Miba processes your personal data for the purpose of implementing pre-contractual measures (Art 6 (1) lit b GDPR), to protect the legitimate interests of Miba in processing your data for the purpose of personnel recruitment (Art 6 (1) lit f GDPR) and based on your consent (Art 6 (1) lit a GDPR), e.g., if we wish to keep you on file as a job applicant.

If you provide us with special categories of personal data (sensitive data), we will process this data, based on your express consent (Art 9 (2) lit a GDPR).

Purposes:

Your personal data will be used for purposes of recruiting personnel and implementing the job application process, initiating contact in this regard and keeping information on file. These processing activities can also include electronically and non-electronically prepared and archived text documents in these matters (such as correspondence, protocols, presentations).

You are not obliged to provide us with your personal data. However, if you do not provide us with data, we cannot process your job application.

Sources:

The personal data we process mainly comes from you. However, it can also come from the references you have cited or can be obtained in the course of the job application or hiring process (e.g., from an assessment center) or from publicly available sources (e.g., social networks).

Recipients:

To fulfill the purposes of the processing, it may be necessary in a particular case to transmit the relevant data to the following possible recipients (usually with registered offices solely within the European Union): Providers of assessment center, development center and potential analyses.

Personal data is also provided to processors (e.g., IT service providers) to the extent necessary to fulfill the purposes of the processing. These can be third parties or other companies in the Miba Group.

Based on your consent, your personal data will be shared in the Miba Career Portal with the companies of the Miba Group within and outside the EU and processed by the aforementioned companies. An overview of Miba sites with contact data can be found on our website at www.miba.com/en/company/global-sites/. You have the right to revoke this consent at any time. Your revocation of consent will not affect the lawfulness of any processing that has occurred based on your consent prior to its revocation. Please direct any communication to this effect to your contact at Miba or to jobs@miba.com.

If the transfer of relevant data in a particular case to recipients outside the EU/the EEA is necessary to fulfill the purpose of the processing, the appropriate level of security is generally determined based on an adequacy decision issued by the European Commission, on the use of intercompany or external agreements based on standard EU data protection clauses (according to Art 46 (2) lit c and d GDPR) or on an exception for the particular case provided for in the GDPR (in accordance with Art 49 (1) GDPR), e.g., the transfer is necessary for the performance of a contract between you and Miba, or you have explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfer due to the absence of an adequacy decision and appropriate safeguards). You may receive a copy of the applicable suitable or appropriate safeguards by contacting us at compliance@miba.com.

Storage Period:

Your personal data will be retained for six months after the end of the job application process as well as for as long as a statutory retention period requires and for as long as legal claims can be asserted by or against Miba (within the statutory limitation periods). Your job application data will be kept on file for a longer period only with your consent.

The Privacy Policy for Miba Employees will apply to job applicants who are hired. This Privacy Policy can already be requested during the job application period.

Your Rights:

In general, you have a right of access as well as a right to rectification, erasure, restriction, data portability and objection. However, please note that Miba is not always required to fulfill a request for erasure, restriction or data portability or to comply with an objection. This must be determined, case-by-case, based on Miba's statutory obligations and any applicable exceptions. If processing is based on your consent, you have the right to revoke your consent at any time. Your revocation of consent will not affect the lawfulness of any processing that has occurred based on your consent prior to its revocation.

If you believe that the processing of your personal data violates data protection law or that your data protection law rights have been otherwise violated, please contact your Miba contact person or the Miba Data Protection Compliance Team (compliance@miba.com), so that we can provide a remedy. However, you also have the right to file a complaint with a data protection supervisory authority in the EU, particularly where you reside or work or where the alleged violation occurred.



Additional Information:

We hope that this Privacy Policy has clarified the purposes for which Miba processes your personal data. If you have other questions regarding data protection matters or wish to assert your aforementioned rights, please contact the Miba Data Protection Compliance Team (compliance@miba.com).

Miba, December 2018