



HAUCK
AUFHÄUSER
LAMPE

PRIVACY STATEMENT

As part of the application process

The protection and security of your personal data is important to us. We would therefore like to inform you in the following about our data protection principles, which we undertake to comply with in order to enable a trustworthy application process for you.

1. What does "processing" of your data mean?

For the purposes of this statement, "processing" shall mean any operation performed upon personal data, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

2. What Data do we process?

We will only collect Data about you that are required by law or important to the performance of our business and where necessary to achieve the purposes set out in this Statement.

We process the following personal data:

- Personal details data such as names, addresses, contacts, birth date, nationality, place of origin, gender, marital status, passport / ID copy
- Application data such as CV data (employment history, qualifications, skills, licenses), interview records, references, working certificates, school/university certificates

3. Why do we process your personal data?

We may collect, use, transfer, disclose your Data in other ways, process for the following purposes, among others:

- Making a decision about your recruitment, application or appointment
- Determining the terms and conditions of your employment contract
- Checking whether you are legally entitled to work for us in Luxembourg

We will only use your information for purposes consistent with the purposes set out in this Privacy Statement, unless other use is required or permitted by law or authorized by you.

4. On what legal basis do we process your personal data?

We only process your Data where permitted by applicable data protection laws and our internal policies.

Specifically, we process your Data on the following legal basis:

- The processing is necessary for the implementation and performance of a contract to which you are one of the contracting parties, or necessary for the implementation of measures as requested by you prior to the conclusion of a contract
- The processing is necessary for compliance with legal and regulatory obligations to which we are subject

5. **Who has access to your personal data?**

We use technical and organizational security measures to protect your data against accidental or intentional manipulation, loss, destruction or against access by unauthorized persons. In particular, the transmission of your data is encrypted. The security measures are regularly reviewed and revised in accordance with technological developments.

a. **Career portal:**

If you apply for an advertised position or send an unsolicited application via our careers portal, your data can only be viewed and processed by the recruiting and Human Resources department of the bank employees involved in the application process in order to check your profile for the desired position or other suitable job offers, if applicable.

In addition, you have the option of uploading individual application documents (e.g. cover letter, resume, references) in the career portal. The information you provide and the documents you upload will be added to our career portal and stored there. The data you upload (documents and text content) is temporarily stored for processing in selected data centers, all of which are located in Germany. The subsequent processes in the application procedure take place exclusively on our premises.

b. **Besides the career portal:**

In the event that you provide us with your application documents other than via the career portal, your personal data, as stated under Art. 2, will also be viewed and processed exclusively by the Recruiting and Human Resources department and by the employees of the Bank involved in the application process in order to check your profile for the desired position or other suitable job offers, if applicable.

c. **Other accesses:**

In addition, your data may also be transferred to the following external bodies to the extent necessary:

- Employees from other Group companies who are involved in the recruitment process
- Providers of databases accessible to credit institutions as part of sanctions screening

6. **How long do we retain your personal data?**

After completion of the application process, your application data will be deleted in accordance with legal requirements after 180 days. You can revoke your consent to the storage and processing of your application data at any time and have the data deleted. You can, however, re-apply at any time. If we are interested in further storage of your application documents in the career portal, we will obtain your consent in this regard. Your consent to be included in the 'applicant pool' extends the retention period to 360 days. After this period, your application data will be deleted.

As a matter of principle, we will only retain your data for as long as is necessary to fulfill the purposes stated in this declaration, unless a longer retention period is required or permitted under applicable law.

If you are hired by us, we will process the data stored from the application process in our systems as part of the processes required to create and fulfill the contract and will inform you of this separately in connection with the employment contract.

7. What rights do you have concerning your personal data?

To the extent permitted under applicable law, you have the right to request access to your Data, as well as to request your Data's rectification if it is incomplete or dated, its erasure or restriction of the processing of your Data. Furthermore, you have the right to object to the processing of your Data, as well as to request data portability of your Data.

If, despite our commitment and efforts to protect your personal data, you believe that your data protection rights have been violated, you have the right at any time to raise your objections with our Data Protection Officer (HAL@2B-Advice.com) or with the authority responsible for data protection, to the extent permitted by applicable law.