



Candidate Privacy Notice

APRIL 2026

WWW.MINOVAGLOBAL.COM

Information on data protection regarding our processing of applicants' personal data

1. Office responsible for data processing and contact details
References in this privacy information to "Minova," "we," "us," and "our" refer to the entity responsible for processing your personal data. As a rule, this is the company to which you have submitted your application and which is primarily responsible for collecting or processing your personal data. If, in individual cases, you have not been provided with detailed contact details for data protection matters, please contact the central data protection office, stating which Minova company you have applied to.

You can reach the central data protection office at the following email address: dataprivacy@minovaglobal.com.

2. Purposes and legal foundations upon which we process your data
We process personal data in accordance with the stipulations of applicable data protection provisions and our Global Data Privacy Policy. You will find further details regarding the purposes of data processing in the respective contractual documents, forms, a declaration of consent, and other information made available to you.

- 2.1 Purposes pursuant to fulfilment of an agreement or pre-contractual measures
Personal data is processed in order to establish your application for a specific job advertisement or as an unsolicited application. In particular, for the following purposes: checking and assessing your suitability for the position to be filled; performance and behavioural evaluation to the extent allowed by law; registration and authentication for applications via our website, where necessary; preparation of the employment contract; traceability of transactions, orders and other covenants and agreements as well as for quality control through appropriate documentation; measures to fulfil general diligence obligations; statistical assessments for company management process; travel and event management, including travel reservations and expense settlement; authorisation and identification administration; cost recording and controlling; reporting system; internal and external communication; accounting and tax assessment of company benefits (e.g. canteen meals); settlement of company credit cards; occupational health and safety; contract-related communication (including appointments) with you; assertion of legal claims and defence in the event of legal disputes, ensuring IT security (*inter alia* system and plausibility tests) and general security, *inter alia* building and plant security; ensuring compliance with company rules by means of appropriate measures, including where applicable video monitoring to protect third parties and our staff or to prevent criminal acts and to secure evidence in the event of criminal acts being committed; ensuring integrity; preventing and uncovering criminal acts; authenticity and availability of data; controls by supervisory bodies and control instances (e.g. auditing).

- 2.2 Purposes within the framework of a legitimate interest on our part or of third parties
Above and beyond the actual fulfilment of the (pre-)agreement, we process your data whenever this is necessary to protect legitimate interests of our own or of third parties. Your data shall only be processed to the extent that your interests do not override such processing, in particular for the following purposes:
 - measures intended to further develop existing systems, processes and services; including where applicable, possibly training and further development of AI applications;
 - comparisons with European and international anti-terror lists, as well as other fraud or misuse prevention measures, to the extent that such go beyond statutory obligations;
 - enrichment of our data, *inter alia* through the usage or research of publicly available data to the extent required;
 - benchmarking and other comparison and selection methods, possibly using artificial intelligence (AI);
 - development of scoring systems or automated decision-making processes;
 - background verification process;
 - building and plant security (e.g. through access controls and video monitoring) to the extent such go beyond general diligence obligations; as well as internal and external investigations, and safety tests.

All processing based on legitimate interests is subject to a balancing test to ensure that employees' rights and interests are not overridden. The balancing test is documented internally and reviewed periodically.

- 2.3 Purposes within the framework of your consent
Your personal data can also be processed for certain purposes (e.g. obtaining references from previous employers or using your data for subsequent vacancies) on the basis of your consent. As a rule, you can withdraw your consent at any time. You shall be separately informed about the consequences of withdrawal or refusal to provide consent in the respective text of the consent. Withdrawal of consent affects only future processing; any processing carried out before consent was withdrawn remains lawful.

- 2.4 Purposes relating to adherence to statutory requirements or in the public interest
Just like any actor which takes part in business life, we are also subject to a large number of legal obligations. These are primarily statutory requirements (e.g. commercial and tax laws), but also if applicable supervisory law or other requirements set out by government authorities (e.g. employer's liability insurance association). The purposes of processing may also include identity and age checks, prevention of fraud and money laundering (e.g. comparisons with European and international anti-terror lists), company health management, ensuring occupational health and safety, compliance with control and notification obligations under tax law as well as the archiving of data for the purposes of data protection and data security as well as for purposes of audits by tax advisors/auditors, fiscal and other government authorities. In addition, it may be necessary to disclose personal data within the framework of official government/court measures for the purposes of collecting evidence, law enforcement and criminal prosecution or the satisfaction of civil law claims.

- 3.1 The categories of data that we process as long as we do not receive data directly from you, and its origin
If necessary for the contractual relationship with you and your pronounced application, we may process data which we lawfully receive from other offices or other third parties. In addition, we process personal data that we have lawfully collected, received or acquired from publicly accessible sources (such as, for example, commercial registers and association registers, civil registers, the press, Internet and other media) if such is necessary and we are allowed to process this data in accordance with statutory provisions.

Relevant personal data categories may, in particular, include:

- contact details, including address, email address, telephone number, and comparable data;
- information about you available on the Internet or on social media platforms, as well as information obtained as part of a potential background verification process.

- 3.2 The categories of data that we process as long as we receive personal data directly from you
Relevant personal data categories may, in particular, include:

- data categories relating to your application, including your CV and any supporting documents you have attached;
- identification data, such as name, date of birth, and similar information;
- address and contact details, including postal address, email address, telephone number, and comparable data;
- employment data, such as job title, department, work location, employment history, and related information;
- payroll and benefits data, such as salary, bonuses, pension entitlements, and other company-provided benefits.

4. Recipients or categories of recipients of your personal data

At our company, your data is received by those internal offices or organisational units that need such to fulfil our contractual and statutory obligations (such as, executives and line managers involved in the recruitment decisions, accounting, the company doctor, occupational health and safety, and where applicable employee representatives, etc.) or that require such personal data within the framework of processing and implementing our legitimate interests.

Your personal data is disclosed to the external parties only in the following cases:

- to process your application in response to a specific job advertisement or as an unsolicited application, to employees of group companies, insofar as they are involved in or support the decision on filling the position (see Section 2.1);
- for purposes where we are legally obligated or entitled to provide information, make notification or transfer personal data (e.g. employer's liability insurance association, health insurance providers, tax authorities) in order to comply with statutory requirements or where such transfer is in the public interest (see Section 2.4);
- to the extent that external service providers engaged by us process personal data either as processors or as independent controllers performing certain functions (e.g. credit agencies, external research centres, travel agencies or travel management providers, printers, or companies that perform data disposal, courier services, postal service, logistics providers);
- as a result of our legitimate interest or the legitimate interest of the third party within the framework of the purposes outlined under Section 2.2 (e.g. to government authorities, credit agencies, attorneys, courts, appraisers, affiliated companies, supervisory bodies, and control instances);
- where you have given your consent to transfer of your personal data to third parties.

We shall moreover refrain from transmitting your data to third parties if we have not informed you of this separately. If we engage service providers to process personal data on our behalf, your personal data will be subject to the security standards stipulated by us in order to adequately protect your personal data. In all other cases, recipients may only use the personal data for the purposes for which the personal data has been disclosed to them.

5. Length of time your personal data is stored

In principle, we process and store your personal data for the period of your application. This also includes the initiation of a contractual agreement (pre-contractual legal relationship).

Above and beyond this, we are subject to various retention and documentation obligations, *inter alia*, under commercial or tax laws. The periods and deadlines for retention and/or documentation stipulated therein are up to ten years beyond the end of the contractual relationship or the pre-contractual legal relationship. If you are not hired, electronic data will be deleted after 6 to 24 months accordingly. If we intend to store your personal data longer for later vacancies, or if you have entered your personal data in an applicant management tool, the personal data will be deleted at a later date; details will be provided in connection with the respective process.

If the data is no longer required to meet contractual or statutory obligations, it is regularly deleted unless its further processing - for a limited period - is necessary to fulfil the purposes listed under Section 2.2 due to an overriding legitimate interest on the part of our company. Such an overriding legitimate interest is deemed to be the case, for example, if it is not possible to delete the data as a result of the special type of storage or is only possible at an unreasonably high expense. In these cases, we can also store your data, and if applicable, use it on a limited scale once the contractual relationship has ended, for a period of time compatible with the purposes. Generally, deletion shall in such cases be replaced by a limitation on the processing. In other words, the personal data shall be blocked from the usual use by appropriate measures.

6. Processing of your personal data in a third country or through an international organisation

Personal data is transmitted to offices in countries outside the European Economic Area (EEA) whenever such is necessary to meet a contractual obligation towards you (e.g. application for a job in another country), or is in our legitimate interest or a third party legitimate interest, or you have provided your consent for such transfer.

At the same time, your personal data may be processed in a third country including in connection with the involvement of service providers within the framework of the processing of the order. In any case appropriate measures will be used to protect your personal data.

7. Your data protection rights

If certain conditions are met, you can assert your personal data protection rights with respect to us:

- you have the right to obtain information from us regarding the personal data stored about you, in accordance with applicable law,
- you have the right to rectification, the right to erasure, the right to restriction of processing, and the right to the data portability;
- you are entitled to file a complaint with a data protection supervisory authority.

Whenever possible, requests to exercise your rights should be sent in writing to the address stated above.

8. Scope of your obligations to provide us your personal data

You are only required to provide personal data that is necessary for processing your application or for a pre-contractual relationship with us, or that we are required to collect by law. Without this data, we are not able to process your job application or carry out the recruitment process.

If we request data from you above and beyond this, you shall be informed separately that the provision of such data is voluntary.

9. Presence of an automated decision made in individual cases (including profiling)

We do not use any purely automated decision-making procedure. If we institute such a procedure in individual cases in the future, we shall inform if required by law.

Information on your right of objection under applicable law

1. You have the right to object at any time to the processing of your personal data which is performed on the basis of our legitimate interest or in the public interest. The precondition for this, however, is that there are grounds for your objection emanating from your special personal situation.
2. If you object, we shall no longer process your personal data unless we can demonstrate compelling reasons warranting protection for the processing that override the interests, rights and freedoms, or the processing serves the purpose of asserting, exercising or defending legal claims. You can, withdraw your application at any time.
3. We will not use your personal data for the purpose of direct advertising. Beside this we have to inform you that you have the right to object to such use at any time. This also applies to the profiling to the extent that it is related to direct advertising. We shall respect this objection with effect to the future.

The objection can be filed without adhering to any form requirements and should, if possible, be sent to the address mentioned above.

Our data protection information regarding our data processing may change from time to time. A new version will be published on Minova website, and the latest version will be accessible at any time.