

Data Protection Statement of Porsche companies operating in Romania¹ for data processing in Hello Success

A. Controller

Porsche Romania SRL, Porsche Group SRL, Porsche Leasing Romania IFN SA, Porsche Mobility SRL, Porsche Broker de Asigurare SRL, Porsche Versicherungs AG Salzburg Sucursala Romania, Porsche Inter Auto Romania SRL, all with headquarters in Voluntari, jud. Ilfov, Bd. Pipera nr.2 and Porsche Immobilien SRL with headquarter in Cluj Napoca, jud. Cluj, Str. Ploiesti nr.9 (hereinafter referred to as the Companies), hereby inform you as controllers about how the Companies process your personal data in connection with the use of SuccessFactors.

B. Login to SuccessFactors

To use the SuccessFactors environment, you must log in using your account created in the application, based on your e-mail address and the password set by you.

Your User ID and password will be transmitted to Volkswagen AG servers. This data is processed on the servers of Volkswagen AG for the purpose of authorization and authorization checks.

C. Processing of your personal data

In the following you can read for each module which data is collected and processed for which purpose:

I. Module „Performance Management and Goal Management (PMGM)“

The module "Performance Management and Goal Management (PMGM)" contains the digital mapping of the topics "goal achievement", "performance evaluation", "overall performance category", "potential assessment/development planning" as well as "goal management" and "continuous feedback". The overarching goal of the introduction of these module functionalities is a uniform, standardized procedure model for the processes addressed.

The above-mentioned functionalities are fully available to the management target group (MK - heads of departments, heads of divisions, executive directors -, OMK – general directors).

The following main components are offered:

Goal Management and Goal Agreement

- Agreement of goals in a goal plan
- Selection of strategic goals from a target library
- Creation of individual goals and team goals
- Marking goals as private or public
- Cascading goals
- Goal assistant for „smart“ goal criteria
- Year-round target tracking and adaptation

Evaluation and development

- Annual evaluation (appraisal interview) as well as optional interim evaluation during the year (self-assessment, evaluation by the manager and appraisal/interim appraisal interview)
- Performance evaluation
- Evaluation of goal achievement and allocation of an overall performance category

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- Assessment of potential and derivation of development goals and measures in the development plan

Calibration and feedback interview

- Calibration of the performance values in the multi-eye principle (formerly comparative discussion)
- Feedback interview on the final result from manager to employee (incl. system illustration)

Continuous feedback

- Request feedback
- Give feedback
- Note: the request for feedback and also the giving of feedback is always on a voluntary basis (manager can also obtain feedback for employees)

For process support, managers and HR business partners have access to overviews based on their respective authorizations (e.g. target distribution by category, status of employee appraisal forms).

In the "Performance Management and Goal Management" module, the following personal data will be processed by you:

- Data on personal/professional circumstances & characteristics (e.g. surname, first name)
- Professional contact and (work) organizational data
- Data for goal agreement, evaluation of performance and individual development

The purpose of the processing is the evaluation of performance, the goal agreement and the planning of individual development as well as collecting and giving feedback (on a voluntary basis).

II. Module „Learning Management System (LMS)“

The module "Learning Management System (LMS)" contains the digital mapping of the processes "qualification" and "learning feedback" and consists of the following areas:

- Learning needs analysis and definition of learning topics,
- Provision and use of learning content,
- Social learning and
- Learning management.

The overarching goal of the introduction of the module functionalities is a uniform, standardized process model for the processes addressed.

The qualification process includes the following options for assigning qualifications to the Companies and other companies:

- by the learner himself,
- by the supervisor/deputy of the learner and
- through the learning administration.

In addition, the learning administrator follows up on the trainings by carrying out the following activities, among others: In the first step, participant lists are compared in order to verify the participation of registered learners. In addition, further billing processes are set in motion for fee-based training courses. The training is completed with a corresponding entry in the individual learning history of the learner. It is also possible to generate relevant reports (e.g. booking status).

The learning feedback is collected after qualification measures and for learning transfer after 90 days. The feedback evaluation is made available to the training manager for the purpose of quality assurance. It is not possible to draw conclusions about individual feedback providers. A feedback report is only possible if at least 5 participants have returned feedback.

In the “Learning (LMS)” module, the following personal data will be processed by you:

- Data on personal/professional circumstances & characteristics (e.g. surname, first name)
- Professional contact and (work) organizational data
- Private contact and identification data

The purpose of the processing is the organization of qualification measures as well as the collection and evaluation of feedback on qualification measures for the purpose of quality assurance.

III. Module „Document Management System (DMS-SF)“

The module "Document Management System (DMS-SF)" contains the temporary storage of documents.

Purpose and benefits:

- As part of the use of the "Learning (LMS)" module, the DMS-SF offers the storage of external training certificates for internal employees by the learner. Training certificates can also be viewed by the manager for his directly subordinate employees. Authorized HR administrators have access to the storage locations of employees' documents.
- The temporary storage of documents for the preparation and follow-up of training measures, such as participant lists in an area accessible only to LMS administrators, outside the storage locations for employee documents.

IV. Module „Recruiting (REC)“

You can use the job portal for Group employees as soon as you log in with your access data to find out about and apply for vacancies at the Companies and the participating Group companies.

If you apply to another Group company, it will act as the independent controller for the subsequent application process. Please refer to the further information in the respective job advertisement.

For information on the processing of your data in the context of the use of the job portal for Group employees and the internal candidate profile, please refer to the [privacy policy](#) in the footer of the portal.

1. Processing of personal data

We process and use your personal data provided by you within your application in our online application system solely for the purposes required to ensure the application process is carried out effectively and correctly. This also applies to data additionally added during the application process, e.g. from queries and subsequently submitted documents. The online application process asks for data required for the online application. The fields provided for this purpose are marked as “required fields”. Additional voluntary information can also be entered in “optional fields”. Some data will be transferred from your internal candidate profile to the application.

Relevant personal data includes:

- Master data/personal information (e.g. salutation, name, date and place of birth and nationality, private contact details, marital status, etc.).
- Application data (e.g. cover letter, curriculum vitae, certificates, references, etc.).
- Information on marital status (marriage, registered civil partnership, children), which may indicate sexual orientation if provided as part of your application.
- Health data (severe disability): You have the option to make a voluntary disclosure concerning extra sensitive personal data regarding the information about severe disability so that we can ensure that the selection process complies with all legal provisions relating to the employment of persons with disabilities.

Further data relevant to the application process may be additionally requested by us depending on the individual process status, if necessary for the successful completion of the application process.

You have the option of making your candidate profile visible in the job portal only in the context of specific applications. As part of your application to us, the profile will thus be visible to our recruiters, who will supervise your application.

Your data is transmitted in encrypted form.

V. Cross-module processing

1. Employee photo

The publication of the photo takes place (on a voluntary basis) in the entire SuccessFactors application such as in the organizational chart, the target agreement and continuous feedback and includes the display of the photo to all users in the system.

The purpose of the processing is to promote cooperation.

VI. Legal basis for collecting your personal data

1. Module „Performance Management and Goal Management (PMGM)“

The processing of personal data in the module "Performance Management and Goal Management" takes place on the basis of Article 88 GDPR, as well as on the basis of the employment contract in accordance with Art. 6 para. 1 sentence 1 lit. b) GDPR.

2. Module „Learning Management System (LMS)“

The processing of personal data in the module "Learning Management System (LMS)" is carried out for employees on the basis of Article 88 GDPR, as well as on the basis of the employment contract in accordance with Art. 6 para. 1 sentence 1 lit. b) GDPR. The processing of personal data of the feedback recipient of the "within the framework process learning feedback" is based on consent in accordance with Art. 6 para. 1 sentence 1 lit. a) GDPR. The processing of the personal data of partner company employees is based on a contract or contract initiation pursuant to Art. 6 para. 1 sentence 1 lit. b) GDPR.

3. Module „Document Management System (DMS-SF)“

The processing of personal data in the module "Document Management System (DMS-SF)" takes place on the basis of Article 88 GDPR, as well as on the basis of the employment contract in accordance with Art. 6 para. 1 sentence 1 lit. b) GDPR.

4. Module „Recruiting (REC)“

As part of the application, we process your personal data primarily to carry out the application process and to decide on the establishment of an employment relationship on the basis of Art. 6 (1) (b) GDPR. If necessary, we process particularly sensitive personal data to assess your ability to work on the basis of Art. 9 (2) (h) GDPR.

5. Employee photo

The processing of the employee photo takes place on the basis of consent in accordance with Article 6 para. 1 sentence 1 lit. a) GDPR.

VII. Disclosure of your personal data to third parties

1. Data Processing Agreement (DPA)

In individual cases, we pass on your data to authorized third parties. The processing of data in SuccessFactors is governed by a data processing agreement between Volkswagen AG and SAP Deutschland SE & Co. KG. Your data will therefore be processed by SAP SE as a provider. Your data will be stored in a data center in Germany with a backup in Europe.

In addition, Volkswagen AG and its participating Group companies use other service providers (so-called order processors) who are given access to data for the contractually defined scope in each case. These include, e.g.

- Companies of the Volkswagen Group that provide services for Volkswagen AG and its Group companies (e.g. IT services for the operation & support)
- Services (e.g. applicant hotline, orders for data processing in the recruiting process)
- Service provider for the background check in the recruiting process)
- Hosting service provider (e.g. provision of software for online selection processes)

As part of system and support activities, employees of Volkswagen Group IT Solutions GmbH (with the subcontractors Volkswagen IT Services India Pvt. Ltd., Volkswagen Digital Solutions Unipessoal Lda.) have access to the data. The processing of the data is regulated by a data processing agreement (DPA) between Volkswagen AG and Volkswagen Group IT Solutions GmbH. Data processing agreements have also been concluded between Volkswagen Group IT Solutions GmbH and the subcontractors.

2. Transfer to third countries

Unless we base a transfer of your personal data to unsafe third countries on your express consent or a contract concluded with you, we have concluded EU standard contractual clauses as a suitable guarantee.

VIII. Joint Controller Agreement (JCA)

In the event of joint processing, the parties have concluded a Joint Controller Agreement (JCA).

1. Processing activities under joint responsibility

1.1 Search function („Action Search“)

The search function ("Action Search") maps a comprehensive telephone directory in SuccessFactors, in which the professional contact and (work) organizational data can be viewed throughout the Group. For this purpose, any contact data (e.g. surname, first name, e-mail, department, telephone number) of the employee you are looking for or a keyword for a specific topic is entered in a search field provided for this purpose. This data is automatically compared in the backend of the cloud with the entire group-wide HR master data record. Matches from the manually entered data to the existing data are displayed consolidated above the search field as a recommendation. Subsequently, it is possible to view further associated professional contact and (work) organization data for each listed person at the click of a mouse.

1.2 Profile visibility in module „Recruiting (REC)“

The individual candidate profile, which is created on the basis of the master data in recruiting and pre-filled with initial employee data (e.g. name, e-mail), can be released by the candidate on a voluntary basis for all recruiters of the participating Group companies nationally (in relation to the country of your current residence) or worldwide. This means that the candidate profile can then be viewed and taken into account by recruiters across companies, regardless of an application for jobs to which the candidate profile fits. The profile visibility setting can be changed by the candidate at any time in the candidate profile with effect for the future.

If the profile visibility setting is selected nationally or globally, the recruiters of our group companies referred to in Section VIII. Joint Controller Agreement ("Parties involved and registered office of establishment") will have access to the data in your approved candidate profile.

2. Parties involved and registered office of establishment

A Joint Controller Agreement (JCA) has been concluded between Volkswagen AG (headquarters in Wolfsburg, Germany), Audi AG (headquarters in Ingolstadt, Germany), Volkswagen Financial Services AG (headquarters Braunschweig, Germany) and Volkswagen Group Services GmbH (headquarters in Wolfsburg, Germany) for the processing activities under joint responsibility. Other companies have joined the agreement. The affiliated companies can be found [here](#).

3. Purposes pursued by the joint controllers

3.1 Search function („Action Search“)

The purpose of the comprehensive search function is to be able to use the contact and (work) organization data for further processes and synergies through linked work.

3.2 Profile visibility in module „Recruiting (REC)“

The possibility of making the candidate's profile visible to other Group companies on a voluntary basis serves the purpose of cross-company application and job search.

4. Data categories

4.1 Search function („Action Search“)

When using the comprehensive search function, professional contact and (work) organization data are processed.

4.2 Profile visibility in module „Recruiting (REC)“

As part of the cross-company visibility of the candidate profile, the following data or data categories are processed:

- Master data/personal information (e.g. title, name, private contact data).
- Application data (e.g. resume as well as attachments added to the profile, such as references)
- Employment information (e.g. company of current employment, current job profile, start date of current position, employee type as well as talent information)
- Information on preferred brand within the Group and preferred location
- Your profile visibility information
- Correspondence with you in the context of your shared candidate profile
- Talent pool membership and associated email campaigns

Data from your submitted applications are only visible to the Recruiter who is processing them.

5. Governance of joint controllers

The personal data are jointly viewed and processed by the above-mentioned companies. In the case of data processing processes, the parties assume joint responsibility within the meaning of Article 26 para. 1 sentence 1 GDPR.

For fundamental questions, you can contact any of the companies.

6. Your contact persons at the Companies

The Companies comply with all information obligations. Data subjects may contact:

Porsche Romania SRL & Porsche Group SRL
Voluntari, jud. Ilfov, Bd. Pipera nr.2
protectiadatelor@porsche.ro

Porsche Leasing Romania IFN SA, Porsche Mobility SRL, Porsche Broker de Asigurare SRL & Porsche Versicherungs AG Salzburg Sucursala Romania
Voluntari, jud. Ilfov, Bd. Pipera nr.2
protectiadatelor.pfg@porsche.ro

Porsche Inter Auto Romania SRL
Voluntari, jud. Ilfov, Bd. Pipera nr.2
gdpr.pia@porsche.ro

Porsche Immobilien SRL

Cluj Napoca, jud. Cluj, Str. Ploiesti nr.9 protectiadatelor@porsche.ro

For more information, see Section F.

IX. Retention and deletion periods for your personal data

Your personal data will only be processed and stored as long as the respective purpose exists or a law prescribes this. In the following, you can read for each module which retention and deletion periods apply to your personal data:

1. Module „Performance Management and Goal Management (PMGM)“

As part of the goal agreement and continuous feedback, the data is stored for a period of 3 years. As part of the performance evaluation and calibration, the data is stored for a period of 3 years. The development goals are stored for a period of 3 years. The deletion takes place automatically on the basis of stored deletion rules or, if necessary, manually for the photo and feedback by the user or support.

2. Module „Learning Management System (LMS)“

Financial documents in the context of qualification (e.g. declaration of assumption of costs) are stored for a period of 3 years. The data on education history will be deleted 3 years after leaving the Companies. Temporary work documents such as participant lists and feedback reports are deleted 3 days after creation. The deletion takes place automatically on the basis of stored deletion rules or, if necessary, manually for the photo by the user or support.

3. Module „Document Management System (DMS-SF)“

The deletion periods of the documents within DMS-SF are regulated in accordance with KSU classes depending on the respective document type. Qualification certificates are deleted as part of the educational history 75 years from the date of storage in DMS. Other document types to support the operational activities of the learning administrators, such as education reports and accounting documents, are deleted 3 years from the date of storage in DMS. Documents for process support, such as cost assumption declarations or participant lists, are automatically deleted after 3 years.

4. Module „Recruiting (REC)“

Your data will be automatically deleted from the system 180 days after the end of the application process for which we received the data. Your candidate profile will be automatically deleted if you have not logged into your profile for more than 180 days. Shortly before this deadline expires, you will receive an automated announcement email. Automatic deletion does not take effect

- if you log into your profile within 180 days,
- If you are in an active application process.

You also have the option of independently updating or deleting your data/candidate profile in the system at any time.

You can withdraw your application at any time and/or deactivate your approvals. This is taken into account in the application process.

In addition, you can delete your profile at any time or ask us to do so via: hr@porsche.ro (Porsche Romania & Porsche Group), cariere.pfg@porsche.ro (Porsche Finance Group) or cariere@porsche.ro (Porsche Inter Auto). Regardless, you can exercise your right to erasure in accordance with the rights described below.

X. Log file processing

When you visit our web page, we process data in accordance to Article 6 para. 1 sentence 1 lit. f) DSGVO based on our legitimate interest to properly display the web page to you. The data is only processed for as long as you access our web page.

- IP address,
- the operating system you are using,
- the web browser you are using and
- the screen resolution you have set, as well as
- the date and time of your visit.

D. Use of Cookies

Various cookies are used within SAP SuccessFactors.

I. What are Cookies?

A cookie is a small data file that is stored on your hard drive of your device and contains data e.g. personal page settings and login information. This data record is generated by the web server with which you have established a connection via your web browser and is sent to you. In general, we use cookies to analyze interest in our websites and to improve the user experience of our websites.

Cookies can basically be divided into three categories:

1. Cookies that are essential for the functionality of the website (so-called functional cookies)
2. Cookies that increase the comfort of a website visit and e.g. save your language settings (so-called comfort cookies)
3. Cookies on the basis of which a pseudonymized user profile is created (so-called tracking cookies)

II. How we use Cookies

For use with SAP SuccessFactors, "functional cookies" are required to ensure technical functionality. These neither store personal data nor enable tracking of your usage activities

Furthermore, we use cookies on the websites of the "Recruiting (REC)" module to analyze interest in our websites and to improve the user-friendliness of our websites. Our websites use cookies to provide complete functionality, provide you with a tailored browsing experience, and allow us to optimize website performance.

III. Cookies storage duration

The cookie type can be identified by how long it persists.

- Session cookies – these cookies are required only for the duration of your session and are deleted or become invalid as soon as you close our website.
- Persistent cookies – these cookies remain on your device for a pre-defined longer period. They enable you to access our websites more quickly without having to re-configure certain settings, such as your chosen language.

IV. Third party Cookies

The Recruiting websites may contain links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for the content of, security or cookie policy of such sites. We recommend that you check the privacy, cookie and security policies of each website or social media service that you visit and/or sign up to. Please note that during your visits to our websites you may notice some cookies that are not related to

Volkswagen AG or its suppliers. When you visit a page with content embedded from Youtube, you may be presented with cookies from these websites. Volkswagen AG does not control these cookies. You should check the relevant third party websites for more information regarding these cookies and how to opt out.

V. How to disable Cookies

If you wish to restrict or block the cookies which are set by our websites, you can do this at any time with future effect by restricting or blocking cookies through your browser settings and in our cookie consent manager. Please be aware that restricting cookies may negatively impact your experience on our websites. You can find the link to the cookie manager in every footer on our pages.

VI. Further information in the Cookie Policy

Further information on cookies used in the context of the use of SuccessFactors can be found [here](#).

E. Your rights

You can assert your following rights against the Companies at any time free of charge. Further information on the exercise of your rights can be found in Section F.

Right of access: You have the right to obtain information from us (Art. 15 GDPR) about the processing of your personal data.

Right to rectification: You have the right to obtain from us the correction (Art. 16 GDPR) of incorrect or incomplete personal data concerning you.

Right to erasure: You have the right to request the deletion of your data if the conditions specified in Article 17 GDPR are met. Thereafter, you can, for example, request the deletion of your data insofar as it is no longer necessary for the purposes for which it was collected. You can also request deletion if we process your data on the basis of your consent and you withdraw this consent

Right to restriction of processing: You have the right to request the restriction of the processing of your data if the requirements of Article 18 GDPR are met. This is the case, for example, if you dispute the accuracy of your data. For the duration of the verification of the accuracy of the data, you can then request the restriction of processing.

Right to object: You have the right, on grounds relating to your particular situation, to object to the processing of your data by us if the processing takes place on the basis of a legitimate, balanced interest. In the event of an objection, we ask you to inform us of your reasons for objecting to data processing. We will then no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend our legal claims.

Right to data portability: If the data processing is based on consent or the performance of a contract and this is also carried out using automated processing, you have the right to receive your data in a structured, commonly used and machine-readable format and to transmit it to another data processor.

Right of revocation: If the data processing is based on consent, you have the right to revoke your consent at any time free of charge with effect for the future.

Right to lodge a complaint: You also have the right to complain to a supervisory authority (e.g. The National Supervisory Authority For Personal Data Processing) about our processing of your data.

F. Your contact persons

Our data protection officers are available as contact persons for data protection-related concerns, as follows:

Data Protection Officer of Porsche Romania SRL, Porsche Group SRL & Porsche Immobilien SRL

Voluntari, jud. Ilfov, Bd. Pipera nr.2

protectiadatelor@porsche.ro

Data Protection Officer of Porsche Leasing Romania IFN SA, Porsche Mobility SRL, Porsche Broker de Asigurare SRL & Porsche Versicherungs AG Salzburg Sucursala Romania

Voluntari, jud. Ilfov, Bd. Pipera nr.2

protectiadatelor.pfg@porsche.ro

Data Protection Officer of Porsche Inter Auto Romania SRL

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