

## Information Note for Recruitment Purposes

We hereby inform you about the processing of your personal data and your rights according to Regulation (EU) 679/2016 – General Data Protection Regulation (GDPR), the Law implementing the provisions of the GDPR and any other decisions that the National Supervisory Authority for Personal Data Protection (ANSPDCP) may issue regarding the protection of personal data.

The responsibility for the data processing lies with Porsche Inter Auto Romania SRL, as the personal data controller, hereinafter referred to as the "Company".

The Company has a sound understanding of your rights and attaches great importance to them and therefore strives to provide you with information on how it will use your personal data and to inform you of your rights in this regard.

### 1. The categories of personal data we collect from you and the specific purpose for which it is processed by us

We collect from you only the information relevant to the analysis of your application in the context of the recruitment process in which you have decided to participate.

This process is seen, in its entirety, as a sum of steps taken in order for the Company to hire the most suitable candidates to join its team, according to the selection criteria. This constitutes the legal basis for the processing of your personal data under the terms and conditions described in this information notice.

A list of the personal data processed by the Company would be as follows (this information is generally contained in a *curriculum vitae*):

Personal data	Purpose of the processing of personal data
Identification data	To register your application and identify yourself. To organize your participation in the job interview. In order to participate in trainings, presentations or workshops organized by the Company, if you choose to participate.
Contact details	To maintain an efficient and fast communication, both in relation to the recruitment process and job interview, as well as with the voluntary participation in trainings, presentations or workshops organized by the Company.
The position for which you are applying	Necessary to process your application (selection and job interview)
Professional experience – information about the employer, occupation and position held, main activities and responsibilities	Necessary to process your application (selection and job interview)
Academic and professional information	Necessary to process your application (recruitment and job interview)
Personal skills relevant to the position you are applying for – such as communication skills, organisational/managerial skills, digital skills, driving licence and any other skills related to the position	Necessary to process your application (recruitment and job interview)
Other data that you consider necessary for the processing of your application	Necessary to process your application (recruitment and job interview)
Criminal Record	In accordance with applicable law, you may be required to provide a copy of your criminal record for certain positions within the Company.
Information regarding the workplace and previous professional responsibilities / disciplinary sanctions, obtained from the	Necessary to process your application (recruitment and job interview)

former employer(s), to the extent and within the limits allowed by law	
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If you do not provide us with the personal data mentioned above, we will not be able to successfully process your application.

We will only use your personal data mentioned above for the ongoing recruitment process.

If you provide (or have provided) additional categories of data that are not relevant to the recruitment process, this data will not be processed for the purpose of recruitment and/or future employment.

With regard to special categories of personal data such as racial or ethnic origin, political opinions, religious confession or philosophical beliefs or trade union membership, genetic data, biometric data, health data, data on sexual orientation, we expressly request that you do not provide us with such data. If, however, you provide us with personal data from the aforementioned special categories, we will take all reasonable steps to delete them and will not process them in any way for the purpose of recruitment and/or future employment.

In addition, in the case **of candidates selected to be sent the job offer**, the Company will carry out, before sending the job offer, the following processing of personal data:

- a) (i) comparison with existing sanctions lists (lists of financial sanctions, etc./evidence of terrorist acts) and (ii) whether there has been previous activity within Porsche Holding, verification of relevant sources (e.g. personnel file) for the existence of disciplinary sanctions.
- b) In addition to a), for management positions: any violations of legal and administrative rules and regulations or any violations of the Group's specifications. It will be possible to verify security-related incidents such as criminal offences (e.g. fraud in the recruitment process, corporate crimes, organised crime), infringements of competition or antitrust rules, infringements of other legal rules or regulations, insolvencies.

The personal data processed, the purpose and legal basis of such processing are described below:

Personal data	Purpose of the processing of personal data	Legal basis for processing
Name, surname, date of birth and any other personal data may result from the verifications carried out in: <ul style="list-style-type: none"><li>- Just Portal – for criminal trials</li><li>- Lists of sanctions in force (World check query)</li><li>- Google, professional social media networks, publicly accessible databases – for possible negative articles from a reputational point of view.</li><li>- Internal channels: personnel registers, whistleblower system, internal audit reports.</li></ul>	The exclusive employment of employees who are driven by ethical values, who behave with integrity, fairness towards each other and in their relations with customers and business partners, who comply with the laws and regulations applicable within the Volkswagen Group and at the level of the Porsche Holding Group (in particular the Code of Conduct) and who fulfil their obligations as employees.  Avoid hiring persons in bad faith or with dubious connections, whose behaviour entails financial and reputational risks to the Volkswagen Group and the Porsche Holding Group.	Art. 6 (1) letter f) GDPR: the legitimate interest pursued by the controller, unless the interests or fundamental rights and freedoms of the data subject prevail.

## 2. Recipients of personal data

The personal data indicated in Section 1 above may also be made available or submitted to the competent public authorities or institutions to carry out inspections of the Company's activity or assets based on the latter's legal obligations. These public authorities or institutions may be the National Supervisory Authority for Personal Data Processing.

In addition, we may need to make your personal data available to other companies within the Porsche Group for recruitment purposes. These companies will be instructed by the Company regarding the permitted processing of your personal data.

For the processing of your personal data for the purposes listed above, the Company uses the services of specialized partners who are: providers of personnel selection and recruitment services, providers of training services and organization of presentations / workshops, all of which operate in Romania and have, from a GDPR perspective, the quality of controller or processor. We make every effort to ensure that our partners process your personal data safely and securely in accordance with applicable data protection legislation and that your rights are respected.

If the Company deems it necessary for the recruitment process, it will require you to participate in certain psychometric tests, organized by the recruitment providers/agencies with which it collaborates. In these situations, the Company will transmit your personal data to the recruitment agencies for the purpose of organizing these tests, but only if you express your consent to this processing below:

Yes, I agree that the Company may transmit personal data to recruitment agencies/suppliers, for the purpose of organizing psychometric tests, within the recruitment process in which I participate.

No, I prefer that the Company does not transmit personal data to recruitment agencies/suppliers, for the purpose of organizing psychometric tests, within the recruitment process in which I participate.

### **3. Transfer of personal data abroad**

In the context of the operations described above, your personal data may be transferred to states in the European Union ("EU").

We hereby inform you that any transfer made by the Company to an EU member state will comply with the legal requirements set out in the General Data Protection Regulation no. 2016/679 adopted by the European Parliament ("GDPR").

### **4. How long will your personal data be stored?**

After the duration of the recruitment process indicated above expires, and the Company no longer has legal or legitimate grounds to process your personal data, the data will be deleted within 6 months from the termination of the recruitment process.

### **5. Participation in subsequent recruitment processes**

You have the opportunity to participate in future recruitment campaigns, initiated by the Company, by expressing the option for the processing of your personal data for this purpose, below:

Yes, I agree that the Company will keep and store my personal data and contact me in order to participate in future specific selection processes.

In this case, you may be contacted by our recruitment team or our recruitment partners to be invited to participate in other specific selection processes within 1 year.

No, I prefer that the Company does not store my personal data and does not contact me in order to participate in future specific selection processes.

In this case, we will delete your data as soon as it is no longer relevant to the current recruitment process in accordance with point 4 above.

Refusal to give you consent to future processing as described above will have no consequences regarding your participation in the current recruitment and selection process.

## 6. Transfer of data to group companies

If you give your consent below, we may also transfer the data to other companies within the group to which our Company belongs, in order to verify to what extent your application corresponds to a vacancy within another company in the group.

Yes, I agree that the Company will transfer my personal data to other companies within the group who can contact me in order to participate in future specific selection processes organized by them.

In this case, your personal data will be stored by the Company and the group companies for a maximum of 6 months and you may be contacted by a recruitment team within our group or by the partners we use in the recruitment processes to be invited to participate in the specific selection processes.

No, I prefer that the Company does not transfer my personal data to other companies within the group in order to participate in specific future selection processes organized by them.

Refusal to give you consent to processing by group companies described above will have no consequence on your participation in the current recruitment and selection process.

After receiving your application, we will review the information to decide if you meet the basic requirements to be invited to an interview. The contact details you have provided to us will be used for this purpose.

## 7. Automated Decision-Making and Profiling

You won't be subject to decisions that will have a significant impact on you based on automated decision-making alone.

## 8. Security measures

The Company hereby informs you that it constantly evaluates and updates the security measures implemented to ensure a safe and secure processing of personal data.

## 9. Rights of the data subject with regard to data processing

The Company has a sound understanding of your rights and attaches great importance to them and, for this reason, provides you with the following information regarding your rights in this regard:

- **the right of access** (the right to request and receive from the Company access to your personal data that has been processed/a copy thereof and to more information on this aspect);

- **the right to rectification** (the right to request the deletion and correction of your data that is erroneous or inaccurate, so that it reflects reality);

- **the right to erasure** (the right to obtain from the Company the deletion of your personal data, if the processing is no longer justified);

- **the right to restriction of processing** (the right to obtain the restriction of the processing of your personal data; your data may only be stored by the Company and may only be used for restricted purposes);

- **the right to data portability** (the right to receive a copy of your data, to obtain the transfer of your data to another controller and/or to obtain the deletion of your data);

- **the right to object** (the right to object to the processing of your data in certain cases);

- **the right not to be assessed on the basis of automated processing** (the right not to be subject to a decision that is based solely on automated processing, without human intervention);

- **the right to withdraw consent** (the right to withdraw your consent for one or all of the processing operations mentioned above, at any time and without stating the reason; the withdrawal of consent does not affect the lawfulness of the processing carried out before the withdrawal);

- **the right to complain.** If you believe that we have violated provisions of Romanian or European law in the context of the processing of your personal data, thus harming your rights, please contact us so that we can clarify your questions. Of course, you also have the right to apply to the Romanian Data Protection Authority, respectively to a European supervisory authority

All these rights can be exercised directly towards Porsche Inter Auto Romania S.R.L. by a notification to the e-mail address [gdpr.pia@porsche.ro](mailto:gdpr.pia@porsche.ro).

**Contact details:**

Porsche Inter Auto Romania S.R.L.

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Email: [gdpr.pia@porsche.ro](mailto:gdpr.pia@porsche.ro)

Tel: +40 21 99 11

**Candidate:**

**Date:**

Name and Surname:

Signature: