

## Privacy Notice for the Sartorius Candidate Portal

This Privacy Notice provides information on the processing of your personal data in connection with your use of the Sartorius Candidate Portal, the execution of your job application process and the decision to establish an employment relationship.

**Personal data** include any information related to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

**Processing** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, 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.

### 1. Controller and Data Protection Officer

The Sartorius Candidate Portal is provided and operated by Sartorius Corporate Administration GmbH, Otto-Brenner-Straße 20, 37079 Goettingen, Germany ("SCA") as the central application portal for the worldwide companies of the Sartorius Group.

The Controller responsible for processing in connection with your registration and the provision of the Sartorius Candidate Portal is SCA.

The Controller responsible for the subsequent application process is the Sartorius company posting the job, as well as that of the respective managers and recruiters who are in charge of making a hiring decision.

If you make your candidate profile available for job openings worldwide, SCA will make your personal data available to all Sartorius companies worldwide that may post jobs that match your profile.

All Sartorius companies that have access to your personal data as described above (hereinafter "**Sartorius**") are jointly responsible for the adequate protection of your personal data. For a list of Sartorius companies that use the Sartorius Candidate Portal to post jobs or manage applications, please [click here](#).

The SCA is available to you in the role of technical operator as a central point of contact with regard to the Candidate Portal (e.g., for questions regarding the administration of your candidate profile). However, you can also assert your rights in relation to the processing operations under joint responsibility against a jointly responsible Sartorius company. If you contact the SCA, it will coordinate with the relevant Sartorius companies in accordance with the agreement referred to in Article 26 GDPR in order to respond to your inquiry and ensure your data subject rights.

The **Data Protection Officer** of SCA and the Sartorius Group Data Protection Organization are available to you as a contact for all data protection-related matters and for exercising your rights. They may be contacted at [dataprotection@sartorius.com](mailto:dataprotection@sartorius.com).

## **2. Processing Purposes, Categories of Personal Data, Legal Basis and Sources**

We process personal data that we receive from you or from personnel service providers commissioned by you in the context of your use of the Sartorius Candidate Portal (e.g. cover letter, resume, certificates and references) as well as personal data that we collect from you or about you during the process (e.g. e-mails, interview notes, internal evaluations, results of security checks (where relevant), information from job interviews or assessment centers). On the other hand, we process personal data that we have lawfully collected from publicly accessible sources (e.g. websites, press reports, social networks) and are permitted to process.

In the context of the Sartorius Candidate Portal, we process the following categories of personal data for the purposes and on the legal basis specified below.

Unless expressly stated otherwise at the time of collection of the personal data, the legal bases specified below under the GDPR also include applicable corresponding local laws.

Processing Purposes	Categories of Personal Data	Legal Basis for Processing
<ul style="list-style-type: none"> <li>➤ <b>Providing the Sartorius Candidate Portal</b> for the general public and for the purpose of contacting applicants and interested parties.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Communication data/IT information</b>, i.e. information about your interaction with the Sartorius Candidate Portal, such as your device and user ID, the operating system you are using, the web browser you are using, pages and services accessed during your visit, the date and time of your visit).</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Legitimate Interest</b> Sartorius may process your personal data pursuant to Art. 6 (1) (f) GDPR if such processing is necessary for a legitimate interest of Sartorius or a third party. Balancing of interests: We have a legitimate interest in providing an Internet presence also for non-registered users in order to provide general information about our company.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Registration/Login</b> Registration information is processed for the purpose of providing you with access to our candidate portal. If you create an individual candidate profile after registration, your login information, with the exception of the password, will be transferred directly to your candidate profile. This registration information is considered as application data for the further processing.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Credentials</b> you need when registering and logging in, i.e. your email address and password.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Contract Performance</b> To perform pre-contractual measures and decide on the establishment of an employment relationship pursuant to Art. 6 (1) (b) GDPR (specifically for Germany pursuant to Art. 6 (1) (b) GDPR in conjunction with Art. 88 GDPR and in conjunction with § 26 (1) Federal Data Protection Act (BDSG).</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Candidate Profile</b> You can use your personal data stored by third parties (e.g. Xing, LinkedIn, Dropbox or Google Drive) to create the profile in the portal. The use of this function is voluntary and only serves to make the entry of your data</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Master data</b>, such as name, title, academic degree, gender, date and place of birth and nationality, private contact details (address, telephone number, e-mail address), confirmation of residence and work permit, in certain countries copies of identity documents, language skills, relatives and their contact details.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Contract Performance</b> To perform pre-contractual measures and decide on the establishment of an employment relationship pursuant to Art. 6 (1) (b) GDPR (specifically for Germany pursuant to Art. 6 (1) (b) GDPR in conjunction with Art. 88 GDPR and in conjunction with. § 26 (1) BDSG).</li> </ul>

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<p>more convenient. Information on the treatment of your personal data by these third parties can be found in their privacy policies.</p> <p>Once you have registered on the Candidate Portal, you will be able to enter and/or upload additional information to your profile, such as your resume, cover letter, attachments (both general and application-specific), and other profile information (e.g., how did you hear about this job, source details, whether our recruiters may contact you regarding job opportunities that may be of interest to you).</p> <p>If there is more than one profile of you with identical email-address in our system, the data will be merged automatically. Old data will be overwritten by the newer ones. All provided/uploaded attachments will be kept.</p>	<p>           &gt; <b>Application data</b>, such as application and resume, references, security clearance results (where relevant), information you actively provide to us in the application process or information collected by us in the course of interviews and assessments, such as information about your previous employment, work experience, qualifications and skills, and possibly also audio and visual recordings of you provided during the application process, certificates for special groups (e.g. vocational training, dual studies), test results or assessment centers).         </p> <p>In addition, Application data may include the following special categories of Personal Data (collectively, "<b>Sensitive Application data</b>"):           <ul style="list-style-type: none"> <li>▪ <b>Disability information</b> for workforce management purposes (e.g., workplace provision), but only in certain countries.</li> <li>▪ <b>Information on marital status</b> (marriage, registered partnership, children), which may indicate sexual orientation, if applicable, as provided by you as part of your application.</li> </ul> </p>	<p>           &gt; <b>Consent</b> for the processing of Sensitive Application data            We do not ask you to provide us with sensitive application data as a form of special categories of personal data (i.e. information about race or ethnicity, political opinions, religious or philosophical beliefs, trade union membership, health or sexual orientation) as part of your application data, unless required by law in individual cases. <b>If you provide us with special categories of personal data, you hereby expressly consent to the processing of such data as described herein.</b>            This is based on Art. 6 (1) (a), Art. 9 (2) (a) GDPR in conjunction with Art. 88 GDPR. Art. 88 GDPR and § 26 (2) and (3) p. 2 BDSG.         </p>
<p>           &gt; <b>Application management and conducting the selection process</b> (forwarding to relevant internal functions, organizing and conducting         </p>	<p>           &gt; <b>Master data</b>            &gt; <b>Application data</b>, which may include the following data in addition to the above:         </p>	<p>           &gt; <b>Contract Performance</b>            To perform pre-contractual measures and decide on the establishment of an employment relationship pursuant to Art. 6 (1) (b)         </p>

Processing Purposes	Categories of Personal Data	Legal Basis for Processing
interviews, managing and administering staff-ing):	<b>Job-related social network data</b> , i.e. publicly accessible job-related data about you, such as data published on company- or employment-oriented social networks or websites, such as LinkedIn and Xing. To clarify: we do not collect data from social networks or websites that do not have a company- or employment-oriented context.	<p>GDPR (specifically for Germany pursuant to Art. 6 (1) (b) GDPR in conjunction with Art. 88 GDPR and in conjunction with § 26 (1) BDSG).</p> <ul style="list-style-type: none"> <li>&gt; <b>Assessment of the capacity for work</b> according to Art. 9 (2) (h) GDPR or, if applicable, § 22 (1) No. 1 (b) BDSG.</li> <li>&gt; <b>Exercising rights or fulfilling legal obligations arising from employment law</b> Processing of other special categories of personal data for the exercise of rights or the fulfillment of legal obligations arising from employment law (e.g. employer's right to ask questions; recording of severe disability due to additional leave, determination of the severe disability levy, ensuring the participation of the severe disability representative) in accordance with Art. 9 (2) (b) GDPR or, if applicable, Section 26 (3) BDSG.</li> <li>&gt; <b>Legal Obligation</b> Processing due to a legal obligation, e.g. to comply with a court order, legal reporting obligations or to fulfill our legal obligations as an employer, in particular in the area of tax and social security law. This is done on the basis of Art. 6 (1) (c) GDPR.</li> <li>&gt; <b>Legitimate Interest</b> Balancing of interests: We have a legitimate interest in forwarding your application within</li> </ul>

Processing Purposes	Categories of Personal Data	Legal Basis for Processing
		<p>the Sartorius Group to the relevant internal functions, organizing and conducting interviews, managing and administering the filling of positions.</p> <p>           &gt; <b>Legitimate Interest</b>            Balancing of interests: We have a legitimate interest in processing your job-related social network data as part of your application.         </p>
<p>           &gt; <b>Organization and conduction of selection days and tests</b> for specific application procedures, such as the trainee program, vocational training or general application days         </p>	<p>           &gt; <b>Master data</b>            &gt; <b>Application data</b> </p>	<p>           &gt; <b>Contract Performance</b>            To perform pre-contractual measures and decide on the establishment of an employment relationship Art. 6 (1) (b) GDPR (specifically for Germany according to Art. 6 (1) (b) GDPR i.V.m. Art. 88 GDPR and in conjunction with. § 26 (1) BDSG).         </p> <p>           &gt; <b>Assessment of the capacity for work</b> in accordance with Art. 9 (2) (h) GDPR or, if applicable, § 22 (1) No. 1 (b)). BDSG.         </p> <p>           &gt; <b>Exercise of rights or to fulfill legal obligations arising from employment law</b> pursuant to Art. 9 (2) (b) GDPR or, where applicable, Section 26 (3) BDSG.         </p> <p>           &gt; <b>Legal Obligation</b> </p> <p>           &gt; <b>Legitimate Interest</b>            Balancing of interests: We have a legitimate interest in forwarding your application within the Sartorius Group to the relevant internal         </p>

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<p>› <b>Sanctions list comparison</b> In accordance with existing company regulations, we compare master data (last name, first name, address and place of birth only in the event of a match) with selected sanctions lists (e.g. financial sanctions and terrorist lists) relating to the country of the advertised position before inviting applicants to an interview. This ensures that the ban on making funds and other economic resources available to the persons listed in the sanctions lists is observed.</p> <p>Due to another company regulation, we match master data (last name, first name - only in the case of a match date of birth and gender) with official warnings, reports on economic crimes and data on politically exposed persons with relevance for the employment relationship.</p>	<p>› <b>Master data</b></p>	<p>functions, organizing and conducting interviews, managing and administering the filling of positions.</p> <p>› <b>Legitimate Interest</b> Balancing of interests: We have a legitimate interest in ensuring that no funds or other economic resources are made available for terrorist purposes.</p>
<p>› <b>Sharing of the candidate profile</b> You have the option of sharing your candidate profile. This means that your candidate profile can then be considered independently of an application for jobs for which</p>	<p>› <b>Application data</b></p>	<p>› <b>Consent</b> pursuant to Art. 6 (1) (a) GDPR.</p>

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<p>your candidate profile fits. We would contact you in this case without obligation.</p> <p>If you no longer wish to do so, you can revoke your permission yourself at any time with effect for the future by deleting your application.</p>		
<p>› <b>Job Alert</b></p> <p>After registration you have the possibility to activate the so-called Job Alert. The Job Alert notifies you by e-mail as soon as new jobs are published that match the filter criteria you have previously set in the job search Job Alert activated.</p> <p>All active Job Alerts are listed in your candidate profile under the "Job Alerts" item. You can also manage or deactivate the job alerts at this place in the candidate profile.</p>	<p>› <b>Master data</b></p>	<p>› <b>Consent</b> pursuant to Art. 6 (1) (a) GDPR.</p>
<p>› <b>Employee Referral Program</b></p> <p>If you apply for a job offer at Sartorius via a referral link ("Referral Program"), your application data will be processed as described above. In this case, your first and last name, for example, and the position applied for as well as the status of your application process will be visible in the system.</p>	<p>› <b>Login information</b></p>	<p>› <b>Consent</b> pursuant to Art. 6 (1) (a) GDPR.</p>



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<ul style="list-style-type: none"> <li>&gt; <b>Anonymized processing for our own statistical purposes</b> (e.g., studies on applicant behavior without drawing any conclusions about your person)</li> </ul>	<ul style="list-style-type: none"> <li>&gt;</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>Legitimate Interest</b> Balancing of interests: We have a legitimate interest in carrying out and optimizing personnel marketing and the recruitment process.</li> </ul>
<ul style="list-style-type: none"> <li>&gt; <b>Establishment, exercise or defense of legal claims</b>, insofar as rejected applicants are subject to subsequent judicial or extrajudicial conflicts.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>Master data</b></li> <li>&gt; <b>Application data</b></li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>Legitimate Interest</b> Balancing of interests: We have a legitimate interest in asserting, exercising or defending legal claims. If special categories of personal data must be processed for this purpose, this is done on the basis of Art. 9 (2) (f) GDPR.</li> </ul>
<ul style="list-style-type: none"> <li>&gt; <b>Fulfillment of legal obligations</b> We also process your personal data in order to comply with legal obligations to which we are subject. The obligations may arise, for example, from commercial, tax, money laundering or financial law. Measures in the area of health management and suitability tests may also result from legal obligations. The purposes of the processing result from the respective legal obligation; the processing usually serves the purpose of fulfilling governmental control and information obligations.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>Master data</b></li> <li>&gt; <b>Application data</b></li> </ul>	<ul style="list-style-type: none"> <li>&gt; <b>Legal Obligation</b></li> </ul>

### 3. Transfer and disclosure of personal data

Your data will be passed on to Sartorius companies as described above.

In addition, Sartorius may transfer or disclose your personal data for the aforementioned purposes to:

➤ **Service providers**

We commission companies of the Sartorius Group and other companies to perform tasks on our behalf, in particular service providers in the area of IT services, such as Workday Limited, Kings Building, May Lane, Dublin 7, Ireland. These process personal data exclusively for the purpose of the commissioned services.

➤ **Other third parties**

We transfer personal data to other third parties (e.g., for court and arbitration proceedings, to regulatory, law enforcement and governmental authorities, to lawyers and consultants) in connection with the fulfillment of legal obligations or the establishment, exercise or defense of rights or claims.

If we transfer personal data to service providers or companies of the Sartorius Group outside the European Economic Area ("EEA"), the transfer will only take place if the third country has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard data protection clauses) are in place. You can request information on this and on the level of data protection at our service providers in third countries using the contact information above.

### 4. Retention periods

The duration of the storage of your personal data depends on the outcome of the application process.

If an employment relationship is established, we process and store your personal data for the duration of your employment relationship, which also includes the processing of the employment relationship. In this case, you will be informed separately about the further processing.

If we reject your application, the application documents will be deleted no later than six months after notification of the rejection decision, unless otherwise described below. This serves to meet the obligation to provide evidence in legal disputes. In the event of judicial or extra-judicial disputes, we will store your personal data for the duration of the proceedings and subsequently in order to comply with various storage and documentation obligations arising from, among other things, the German Commercial Code (HGB), the German Fiscal Code (AO) or corresponding local laws. The retention and documentation periods specified there are up to ten years.

If we store your personal data on the basis of your consent in order to be able to contact you in the event of future vacancies, we will store your data until you revoke your consent or until we no longer consider it necessary to store it. In the latter case, we will inform you of the deletion.

For positions in the following countries, the following deviating retention periods for application documents apply:

- **AMERICAS:**
  - Canada: 3 years after filling or completing the position;
  - Argentina, Brazil, Mexico, USA and Puerto Rico: 2 years after filling or completion of position;

- ASIA/PACIFIC:
  - India: 24 months after rejection;
  - Australia, China, Hong Kong, Indonesia, Japan, Malaysia, Singapore, South Korea, Taiwan, Thailand, Vietnam: 18 months after rejection.

## 5. Cookies and similar technologies

Cookies and tracking mechanisms ("cookies") may be used as part of the Candidate Portal.

Cookies are small files with configuration information that are stored on your terminal device. Cookies can basically be divided into three categories. There are cookies that are essential for the functionality of the website (so-called function cookies), cookies that increase the comfort when visiting a website and, for example, save your language settings (so-called comfort cookies) and cookies that are used to create a pseudonymized user profile (so-called tracking cookies).

The processing of functional cookies is necessary to enable you to visit the website (Art. 6 (1) (f) GDPR).

You can find more information about our cookies below:

Cookie name	Type	Procedure	Intended use
<ul style="list-style-type: none"> <li>• PLAY_LANG</li> <li>• PLAY_SESSION</li> <li>• timezoneOffset</li> <li>• enablePrivacyTracking</li> <li>• helpLastCheckin</li> <li>• JSESSIONID</li> <li>• LastUserActivity</li> <li>• learning-LastCheckIn</li> <li>• SessionTimeoutMS</li> <li>• UserSignedIn</li> <li>• sessionLoggingInfo</li> <li>• uid</li> <li>• wd-alt-sessionid</li> <li>• wd-browser-id</li> </ul>	Session management	When the session ends or the browser window is closed.	Ensure a consistent session when interacting with the Candidate Portal.
<ul style="list-style-type: none"> <li>• TS*</li> </ul>	Application security management	When the session ends or the browser window is closed.	Prevention and detection of security attacks on the Candidate Portal.
<ul style="list-style-type: none"> <li>• WorkdayLB_UICLIENT</li> <li>• WorkdayLB_SAS</li> <li>• wday_vps_cookie</li> </ul>	Load distribution	When the session ends or the browser window is closed.	Ensure that requests for a single session are handled by the same server.
<ul style="list-style-type: none"> <li>• CA-LYPSO_CSRF_TOKEN</li> </ul>	Application security management	When the session ends or the browser window is closed.	Prevention of cross-site request forgery attacks, i.e. to prevent a user from performing unintended actions on the candidate portal.

<ul style="list-style-type: none"> <li>• <b>enablePrivacyTracking</b></li> </ul>	Consent management	When the session ends or the browser window is closed.	Tracks whether the google analytics cookie is enabled and shows a cookie banner for users to acknowledge based on the site's cookie message policy.
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## 6. Obligation to provide personal data

In the context of carrying out the application or internal further development process, you are only obliged to provide the personal data that is needed for the decision on the establishment, performance and termination of an employment relationship as well as a subsequent pension phase and the fulfillment of the associated contractual obligations, or that we are legally required to collect. Where you are required to provide us with personal data under a legal or contractual obligation, we will point this out to you when collecting the data, referring to the obligation in question. If you do not provide us with the relevant data, we may not be able to decide whether an employment relationship can be established with you and may not be able to appoint you.

## 7. Automated decision making & profiling

We do not use fully automated decision-making or profiling as part of the application process in accordance with Art. 22 GDPR.

## 8. Children

The Sartorius Candidate Portal is not intended for children under the age of 16.

## 9. Corporate transactions

Data collected pursuant to this Privacy Notice, including personal data, may be disclosed in connection with a change of ownership or control of the business of Sartorius (whether by merger, acquisition, sale or otherwise) or other reorganization or joint venture, or an assignment or disposition, in whole or in part, transfer or other disposition of our business, assets or stock (including in connection with any bankruptcy or similar proceeding) to one or more third parties, and such information may be used by those third parties in accordance with this Privacy Notice until you receive notice to the contrary. Similarly, data collected pursuant to this Privacy Notice, including Personal Data, may be disclosed to such third parties in connection with the acquisition of one or more third parties by Sartorius or the merger of such third parties with Sartorius.

## 10. Your rights

Under applicable data protection law, you may have specific rights in relation to your personal data. In particular, and subject to the statutory requirements, you may have the following data protection rights:

- **Right of access:** You have the right to obtain information on the processing of your personal data and to receive a copy of these data.
- **Right to rectification:** You have the right to request that we correct or complete your inadequate, incomplete or inaccurate personal data.
- **Right to erasure:** Under certain circumstances, you have the right to request that we delete your personal data.
- **Right to restriction of processing:** Under certain requirements, you may request us to restrict the processing of your personal data.

- **Right to data portability:** You have the right to receive your personal data in a structured, common, and machine-readable format and request that these data are transferred to another data controller, if applicable under the specific circumstances.
- **Right to object:** You might have the right to object to the processing of your personal data by us, in particular, if the processing of your personal data is based on (i) the necessity of the performance of a task in the public interest, or (ii) legitimate interests. We will then stop the processing of your personal data unless we remain legally authorized to do so.
- **Right to lodge a complaint:** You also have the right to lodge a complaint with a supervisory authority or other applicable privacy regulator about our processing of your data. This can be for example the data protection authority in your country of residence. A list of all data protection authorities in the European Union can be found [here](#).
- **Right to withdrawal:** If data processing is based on your consent, you have the right to withdraw your consent at any time and free of charge, with effect for the future, i.e., your withdrawal does not affect the lawfulness of the processing based on consent before its withdrawal.

To exercise your rights, please contact HR Recruiting by email: [recruiting@sartorius.com](mailto:recruiting@sartorius.com).

Status: July 2023