

**Mitsubishi Electric Europe B.V. Germany (“MEU”) and
Mitsubishi Electric Automotive Europe B.V. Germany (“MEAE”)**

Recruitment Application Form

Data Protection Notice

Thank you for visiting our career site and for your interest in MEU / MEAE. The protection of your private data is a subject which we take seriously and we would like you to feel comfortable with this subject while visiting our site. In applying to join the MEU / MEAE team as an employee, you will be providing us with certain personal data about yourself. This notice sets out how we will process this data and comply with the various laws to which MEU / MEAE is subject, including the General Data Protection Regulation, to ensure that we deal with your personal data in an appropriate manner.

Data collection and data processing of private data

Upon exiting our web sites, our web server automatically stores the IP address allocated to you by your internet service provider, the web site from which your visit to our site has originated, the sites which you visited on our template, and the date and duration of your visit. Personal data which we collect for the sole purpose of processing your application shall be based on the information provided by you within the frame of your application. Personal information shall be collected diligently and with integrity and used and stored for the purposes specified in compliance with the EU-GDPR. Hence, we solely collect data related to the application procedure. You herewith agree to our data collection and data processing procedure for application purposes. You herewith confirm that any and all data you provide is accurate. You are furthermore aware of the fact that inaccurate information given may result in the termination of a possible work relationship.

Your online application

Upon data entry and data submission, the information is directly transferred to the server of our external service provider by means of an encoded access. Any and all data is encoded on the SSL encryption procedure basis. This also applies to registrations performed subsequently by making use of the user data provided to you for this purpose.

Data security

During data processing your data shall be hosted by a provider. Both the provider and MEU / MEAE take technical and organizational measures to protect your data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access. Our safeguarding measures are subject to continuous technological improvement.

Who are we?

Your personal data is processed by the MEU / MEAE company you apply to (see Annex A), and this will be the data controller of that personal data.

What personal data may we collect about you and why?

As part of your recruitment process we may collect, where permitted by local law and as appropriate: your contact details, CV or résumé, application form details, interview notes, and your visa, passport or permission to work documentation, references from former employer(s).

We do not conduct any vetting of applicants aside from ascertaining an applicant's legal ability to work.

If you are taken on to work at MEU / MEAE we will collect other personal data, in accordance with our internal Employees and/or Workers data processing notice.

On what basis will we assess your application?

We will assess your application on the basis of your suitability to the advertised role.

We shortlist applicants using a manual selection process, considering appropriate experience and skills for the job. Should we use an automated selection process, you will be informed.

What legal basis do we have for using your personal data?

We process your personal data in order to assess your application prior to entering into an employment contract with us and pursuant to laws to which MEU / MEAE is subject (e.g. in relation to equal opportunities). This processing is a necessary pre-condition of entering into any future contract with you and for MEU / MEAE to fulfil its obligations with respect to other employees and yourself (should you be employed by MEU / MEAE). If you are unable to provide us with the information requested, we may be unable to assess your appropriateness for the job applied for or to communicate with you.

How long do we keep your personal data for?

We keep records of your data for no longer than is necessary for the purpose for which we obtained them and any other permitted linked purposes. If your application is unsuccessful, we will delete your information four months after the end of the recruiting process.

What are your rights in relation to the personal data we collect?

If you are situated within the EEA, you have certain rights in relation to your personal data. Please be aware that certain exceptions apply to the exercise of these rights and so you will not be able to exercise these in all situations.

- (a) **Subject Access:** You have a right to be provided with access to any data held about you by MEU / MEAE, generally within 1 month of your request.
- (b) **Rectification:** You can ask us to have inaccurate personal data amended.
- (c) **Erasure:** You can ask us to erase personal data in certain circumstances and we will take reasonable steps to inform other controllers that are processing the data that you have requested the erasure of any links to, copies or replication of it.

- (d) **Withdrawal of consent:** You can withdraw any consents to processing that you have given us and prevent further processing if there is no other ground under which MEU / MEAE can (and does) use to justify the processing your personal data.
- (e) **Restriction:** You can require certain personal data to be marked as restricted whilst complaints are resolved and also restrict processing in certain other circumstances.
- (f) **Portability:** You can ask us to transmit the personal data that you have provided to us and we still hold about you to a third party electronically.
- (g) **Raise a complaint:** You can raise a complaint about our processing with the data protection regulator in your jurisdiction (see Annex A).
- (h) **Prevent processing:** You can require MEU / MEAE to stop any processing based on the legitimate interests ground unless MEU / MEAE's reasons for undertaking that processing outweigh any prejudice to your data protection rights.

If you wish to exercise any of the rights set out above, we will endeavour to respond to your request within a reasonable timescale.

Requests from Data Subjects to the Data Protection Contact

If you are in the EEA and in certain other countries you may be entitled to exercise such rights in relation to our processing of your personal data. If you would like to exercise these rights, please contact the relevant Data Protection Contact (see Annex A) who will advise you of MEU / MEAE's specific responsibilities in relation to your request.

Your contact for any queries

Each MEU / MEAE company has a designated Data Protection Contact (see Annex A) who should be contacted if you have any queries regarding the matters in this notice. The contact details are set out at (Annex A).

Annex A

Entity name	Address	HR contact	Local Data Protection Contact	Data Protection Regulator
Mitsubishi Electric Europe B.V. (MEU-GER / MEAE-GER)	Mitsubishi-Electric-Platz 1, 40882 Ratingen, Germany	Mr. Martin Hohn Martin.Hohn@meg.mee.com +49 2102 486 6783	Ms. Monika Meier Monika.meier@meg.mee.com +49 2102 486 6390	Die Bundesbeauftragte für den Datenschutz und die Informationsfreiheit Husarenstraße 30 53117 Bonn Tel. +49 228 997799 0; +49 228 81995 0 Fax +49 228 997799 550; +49 228 81995 550 e-mail: poststelle@bfdi.bund.de