

## Privacy policy statement

Data Protection Information

### **Information about the processing of your data by the companies of the LENZING GROUP and other participating companies of the career portal**

#### **1. Registration in the career portal**

By entering your data when you register in the career portal of the LENZING GROUP, you make your personal data available to the companies of this group. The portal is operated by Lenzing AG, the parent company of the globally active LENZING GROUP, for staffing not only own positions but also for other Austrian and international companies participating in the career portal. Apart from Lenzing AG, these are right now Lenzing Technik GmbH, Lenzing Fibers GmbH and the non-profit GSG – Gemeinnützige Siedlungsgesellschaft mbH for the district of Vöcklabruck in Austria as well as the foreign subsidiaries of the LENZING GROUP, which are currently

LD Celulose S.A und LD Florestal S.A. in Brazil, Lenzing Fibres (Shanghai) Co. Ltd., Lenzing (Nanjing) Fibres Co. Ltd. in China, Lenzing Biocel Paskov a.s., Paskov, in Czech Republic, Lenzing Fibres (Hong Kong) Ltd. in Hong Kong, PT. South Pacific Viscose, Purwakarta, in Indonesia, Lenzing Singapore Pte. Ltd. in Singapore, Lenzing Korea Yuhan Hoesa in South Korea, Lenzing (Thailand) Co. Ltd. in Thailand, Lenzing Elyaf A.Ş.in Turkey, Lenzing Fibers Grimsby Limited, Grimsby, in UK and Lenzing Fibers Inc. in the USA.

In addition, Lenzing Plastics GmbH & Co KG and Lenzing Papier GmbH also participate in the career portal in Austria insofar as Lenzing AG provides HR-Services, including staffing; but they do not belong to the LENZING GROUP.

Therefore, your data provided when registering will be used for evaluation purposes to determine your eligibility for vacancies in these participating companies of the LENZING GROUP. Our service partner Haufe-umantis AG is providing the portal services on behalf of Lenzing AG by servers residing in the European Economic Area (EEA).

#### **2. Data privacy, data security and confidentiality**

Data privacy is of great importance to us. LENZING GROUP and the service partner Haufe-umantis AG have taken the necessary organizational and technical measures to ensure the secure processing and storage of your data as well as the confidentiality of your job application. All employees of the personnel departments in the LENZING GROUP and those of our service partner are obligated to the confidential handling of personal information, which is entrusted to them as part of their contractual employment relationship. The secure transmission of your data is safeguarded by an automatically activated 128-bit encryption. In data processing, state-of-the-art general data safety standards are considered.

#### **3. Use of your personal data**

During application process, in addition to title, name and surname, the usual correspondence

information such as mailing address, e-mail address and telephone numbers are stored in the applicant database. In addition, your application documents like cover letter, resume, professional qualifications, training and continuing education certificates as well as employer references are collected according to your information. It also stores your chosen user language, date of birth, academic titles, information about an EU work permit, information about your relationship with the company and your preferred location as well as an information on how you became aware of the vacancy.

The processing of your personal data is required in order to evaluate whether a working relationship is established with you.

If you do not provide us your personal data, we will not be able to consider you in any application process and consequently there is no possibility of establishing an employment relationship with you. Unless special categories of personal data are processed, processing is based on the legal basis of Article 6 (1) (b) of the GDPR (processing for contract initiation). **The processing of any special categories of personal data (eg religion, ethical background, sexual orientation) voluntarily specified by you is based on your freely given explicit consent pursuant to Art. 9 (2) (a) GDPR, which you provide us with your application and the submission of the relevant information. You can withdraw your consent at any time by deleting it on the portal or by mail to Lenzing Biocel Paskov a.s. , Human Resources, Místecká 762,739 21 Paskov or email to [privacy@lenzing.com](mailto:privacy@lenzing.com). The withdrawal of your consent does not affect the lawfulness of processing based on consent before its withdrawal.**

**If this is an unsolicited application, Lenzing AG employees will look at your documents and check whether a vacancy in a company participating in the LENZING GROUP career portal is worth considering and possibly forward your application to the respective company. In case you are applying for a specifically advertised position, your data is forwarded to the company advertising it. When doing so, your data might be forwarded to companies located in countries outside EEA, in which your data are subject to a lower legal protection level than in the EEA.**

However, this information is accessible only to employees of the LENZING GROUP personnel departments and the relevant department assigned to the vacancy. Your data will neither be forwarded to companies or persons outside of the LENZING GROUP, nor used for other purposes in personalized form. Nonetheless, we may use your information in anonymous form for evaluating the profile of our applicants, but it will not be possible to attribute the data to a specific natural person anymore.

Controller for the data transmitted in the context of the career portal is the company to which the application is directed. If the application for an advertised position or an unsolicited application is submitted to Lenzing AG, Lenzing AG acts as Controller and your personal data will not be passed on to other companies participating in the career portal of the LENZING GROUP without your consent. If your application is directed to a job advertisement for another company participating in the career portal, your personal data will be forwarded by Lenzing AG to the

company to which your application is addressed. This company processes your data as part of the application process as responsible data controller.

#### 4. LinkedIn and XING-Profiles

The career portal has LinkedIn and XING interfaces that allow you to import CV data from your LinkedIn or XING profile. By clicking on the link "Transfer data from my LinkedIn profile" or "Transfer data from my XING profile" you will be redirected to LinkedIn or XING, where you agree to transfer the following data with your login: Personal details (pre- and last name, date of birth, business and home phone number, mobile phone number), e-mail address, phone number and other contact information associated with your LinkedIn or XING profile, your work experience and education information, and any qualifications, languages, Skills / knowledge and certificates.

In addition, you can specify the URL for your public LinkedIn or XING profile under the "LinkedIn profile" or "XING profile" input field. By stating the URL, you agree that we will review your public LinkedIn or XING profile and process the information available there for the sake of evaluating your application. Both the import of your data from your LinkedIn or XING profile as well as the specification of a URL to these public profiles are based on your voluntary consent, which can be withdrawn at any time without stating reasons by post to Lenzing Biocel Paskov a.s. , Human Resources, Místecká 762,739 21 Paskov **or email to [privacy@lenzing.com](mailto:privacy@lenzing.com)**.

For more information about how to handle your personal information, see LinkedIn's (<https://www.linkedin.com/legal/privacy-policy>) or XING's (<https://privacy.xing.com/de/datenschutzerklaerung>) privacy information respectively.

#### 5. Storage, further use and deletion of your data

If you start your job (after successful application) at any company participating to the career portal, your personal data or at most an extract from them, is filed away in the personnel file of the respective company. In such cases, your personal data is handled in alignment with the rules governing the storage of the respective company of the LENZING GROUP.

If you sent us an unsolicited application but we were unable to offer you the right position at this time, or you were unsuccessful in an application process for a particular job position offered, we will assign all your application data to the Lenzing AG talent pool and store them for seven additional months. In the case of your voluntary consent, we will assign all the information about your application to the talent pool of Lenzing AG and hold for another 24 months in evidence.

Your freely given consent can be withdrawn at any time by post to Lenzing Biocel Paskov a.s. , Human Resources, Místecká 762,739 21 Paskov or email to [privacy@lenzing.com](mailto:privacy@lenzing.com). However, you also have the option at any time to delete your data (profile and application) in the portal on your own or to block it for further use, as long as this is not conflicting with statutory retention rights or retention obligations for the company to which you have applied to. **Since all companies participating in the Lenzing AG career portal can access the talent pool (see Section 1), all of them can contact you for this purpose.**

## **6. Right to information and access to your data**

We would also like to inform you that you have the right at any time to request information about which data you process with us (see in detail Art 15 GDPR), have the right to have your data corrected or deleted (see Detail Art 16, Art 17 GDPR), have the right to restrict the processing of your data (see in detail Art 18 GDPR), have the right to object to data processing (see in detail Art 21 GDPR) and assert the right of data portability can (see in detail Art. 20 GDPR).

These applications should be send to the Human Resources Department of Lenzing AG stating the company in which you wish to assert the information, correction, deletion, restriction, opposition or data transfer. At any time, you also have the option of accessing your data online in the Career Cockpit, changing it or even deleting your data independently, as long as the processing company does not have statutory retention requirements or rights.

All declarations of consent are voluntary and have no impact on your chances in the application process. You can refuse consent without stating any reasons, without your having to worry about disadvantages. You also have the right to withdraw your consent at any time without giving any reason by e-mail to [privacy@lenzing.com](mailto:privacy@lenzing.com) or by mail to Lenzing Biocel Paskov a.s. , Human Resources, Místecká 762,739 21 Paskov. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal. A withdrawal of the consent does not lead to the invalidity of the application. In this context, we point out the possibility of withdrawing applications at any time.

In case, despite our obligation to process your data lawfully, your personal data processing rights violate your rights, please contact us by mail or e-mail so we can understand your concerns and handle them. However, you also have the right to lodge a complaint to the Data Protection Supervisory Authority in the European Union, in particular at your place of residence or work. The data privacy policy of our homepage, which allowed you access to our career portal, is available at <https://www.lenzing.com/data-policy>.

Lenzing Biocel Paskov a.s.

Human Resources

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739 21 Paskov

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