

# HUGO BOSS

## Privacy Statement for E-Recruiting / Information about the Application Process

### A. General information

The protection of your personal data is very important to HUGO BOSS. We will only process your personal data on our careers website in compliance with the principles described below and the applicable data protection legislation.

The party responsible for the operation of the careers website (www.careers.hugoboss.com), including any versions of it which have been adapted for mobile devices such as smartphones (hereinafter referred to as the "Recruiting Website") is HUGO BOSS AG, Dieselstrasse 12, 72555 Metzingen, Germany (hereinafter referred to as "HUGO BOSS", "we" or "us"). Please note that some of the functionalities of the Recruiting Website may not be available on mobile devices (e.g. smartphones).

This Privacy Statement only applies to HUGO BOSS's Recruiting Website. The general Privacy Statement of the website of the HUGO BOSS Group can be accessed [here](#).

### B. Your personal data

'Personal data' means all information relating to an identified or identifiable natural person. Such data includes, for example, your name, your telephone number, your e-mail address and the country where you live (mandatory data). You may if you wish enter additional information. HUGO BOSS will only process your personal data insofar as this is legally permitted or with your prior consent, e.g. for a recruiter to contact you.

### C. Job agent

The Job Agent is the starting point for HUGO BOSS's Recruiting Website. After setting up a Job Agent account, you may in a second step apply for a specific job (see Part D.). As a service of the Job Agent, the information which matches your chosen position (key terms regarding the position and job location) will be automatically entered into your Job Agent account. You may of course deactivate the Job Agent at any time or edit and change the search criteria. Similarly, you may at any time unsubscribe from the Job Agent by clicking on the unsubscribe link in the e-mails that you receive.

To create your account, you must provide your first name and last name, your e-mail address and your job category, and enter a password of your choice. In addition, you may give your consent to having a recruiter contact you. You can update the personal data in your Job Agent account at any time.

In addition to the mandatory data and the data you have voluntarily supplied, additional data will, for technical reasons, be automatically collected and added to your account when you register. This will include information about the last website that you visited, where you were at the time that you logged onto the Internet and your IP address ("automatically collected data").

By registering with the Job Agent, you give your consent to recruiters from Hugo Boss viewing the above-mentioned data (mandatory data, voluntary data and automatically collected data) and using

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it for statistical or analytical purposes. Insofar as you have given your consent, recruiters from Hugo Boss and its affiliates worldwide may use this data to contact you and/or for sending HR marketing information to you. For further information about HUGO BOSS's affiliates, please click on this link [group.hugoboss.com/en/group/contact/](https://group.hugoboss.com/en/group/contact/). Some of HUGO BOSS's affiliates are located in countries outside of the European Union or the European Economic Area (e.g. in the US), where the protection of personal data is not comparable to that provided in Germany.

You may delete your Job Agent account at any time. Please contact [privacy@hugoboss.com](mailto:privacy@hugoboss.com). In addition, your Job Agent account will be automatically deleted if it has been inactive for more than 18 months. If your Job Agent account was set up for the purposes of an application, the time limit will also apply to your applicant management account.

## **D. How to apply for a job**

If you wish to apply for a job, you will need to set up an applicant management account in addition to your Job Agent account and to supply additional information such as your place of residence. To simplify the management of the accounts, the data used for logging in to your Job Agent account (e-mail address and password) will be transferred to the applicant management system so that you can use the same data to log in to your applicant management account at any time. Similarly, any other data which you have already provided to the Job Agent (first name and last name, e-mail address) and the country from which the application was sent will be automatically transferred to the applicant management system.

Any personal data or attachments (such as your résumé), which you upload to the applicant management system after registering, will only be stored and used for the application process or in the run-up to it. Where your personal data is transferred to affiliates of HUGO BOSS, your data will be stored and processed in compliance with the applicable law. You are responsible for ensuring that the data that you provide is correct and accurate. We would like to point out that if you provide false information during the application process that this may lead to disciplinary action under employment law even after employment.

You may, yourself, decide to what extent your data may be used within the HUGO BOSS group of companies. During the application process, the following options are available for this purpose:

- I. Your data will only be used for the job for which you have specifically applied. If this job is with one of HUGO BOSS's affiliates, your data will be forwarded to this company. The information will not be disclosed to other companies in the HUGO BOSS Group.
- II. Your data will be made available to HUGO BOSS Group companies to fill vacancies in the country where you are resident.
- III. Your data will be made available worldwide to all of the companies in the HUGO BOSS Group to fill vacancies worldwide.

Depending on your choices (Options I-III), the responsible members of the HR team and the persons from the respective company or companies involved in filling the vacancy will have access to your data. In addition, selected HUGO BOSS employees will be able to access your data for administrative purposes.

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You may, at any time, modify the options that you have selected or make changes to your personal data. Similarly, you may delete your entire applicant management account at any time. In this case, your Job Agent account will also be deleted.

At the end of the application process, all data concerning a specific application will be deleted in accordance with the applicable law. This application process may take up to 12 months.

If you do not log in to your applicant management account again within a period of 6 months after all application processes, your account will, without prior notice, be automatically deleted. If future amendments of the law require changes to the retention period, we will implement them without giving you prior notice.

If you are employed by HUGO BOSS, your data will be stored and processed as employee data.

## **E. Use of service providers**

HUGO BOSS uses specialized service providers located within EU/EEA countries to perform support and administrative tasks related to the Job Agent and applicant management system. In addition, HUGO BOSS and its affiliates may task external service providers with selecting and processing applications.

These service providers will only process your data as instructed and on behalf of HUGO BOSS or HUGO BOSS's affiliates. Furthermore, they will comply with the provisions of this Privacy Statement and any applicable laws. We have an adequate level of data protection in place and have implemented the necessary security mechanisms to protect your data against unauthorized access (encryption, physical security measures in respect of the server etc.).

## **F. Cookies**

Cookies are small text files that are stored by your browser on your computer's hard drive, or on your tablet or mobile phone. This technology helps us to optimize the offerings on our Recruiting Website, e.g. so that we can remember you the next time that you visit the Recruiting Website. The information collected cannot be traced back to a specific person and does not contain any data such as your name.

For more information on cookies and how they are used as well as on how you can block or delete them, please view our [Cookies Policy](#).

## **G. Right to access, rectification or erasure**

You have a right to access information regarding the personal data stored about you and the right to have such data rectified or deleted. You may, at any time, revoke your consent to the collection, processing and use of data with future effect.

If you would like to exercise your rights or have any questions regarding data protection, please send an e-mail to [privacy@hugoboss.com](mailto:privacy@hugoboss.com) or write to us at the postal address mentioned above.

Valid as of: 25 May 2018