

DATA PROTECTION NOTICE FOR JOB APPLICANTS

1. General Information

a) Information on Data Protection

The protection of your personal rights when processing your personal data is an important concern for MAN Energy Solutions.

We process personal data acquired in the course of visits to our career website in accordance with the statutory regulations of the country in which the Data Controller is domiciled. In addition, all companies of the MAN Energy Solutions Group have committed to the comprehensive and uniform protection of personal data in a binding Group Policy. This guarantees that the level of protection provided within the MAN Energy Solutions Group worldwide is comparable to the European Union standards.

This Data Protection Notice explains how PT. MAN Energy Solutions Indonesia ("MAN ES") collects and uses personal data during the recruitment process.

b) Data Controller and Contact

The Data Controller for your data within the meaning of data protection law is:
PT. MAN Energy Solutions Indonesia

For general questions regarding data protection or to exercise your rights, please contact:
Group Data Protection
dataprotection@man-es.com

2. Collection and Processing of Personal Data

a) Data Sources and Personal Data that We Collect

Your personal data is generally collected directly from you as part of the recruitment process (application forms, CVs, interviews...). In addition MAN ES may receive data from third parties such as recruitment agencies, references supplied by former employers or social platforms such as LinkedIn.

We may process the following categories of personal data:

- Contact data (name, surname, email address, phone number, address, ID/citizen card, tax card, social security, family card...)
- CV (details of your qualifications, educational background, skills, experience and employment history...)
- Nationality and entitlement to work in the country you're applying to
- If applicable, candidate picture
- If applicable, driving license information
- If applicable and where permitted by law, information regarding character or behavior (personality test)
- If applicable and where permitted by law, equal opportunities monitoring information
- If applicable and where permitted by law, information from criminal record checks

If we make a final offer, we may also process the following:

- Bank account information
- Emergency contact details
- If applicable and where permitted by law, health information (medical examination)

b) Purpose and Lawful Basis for Processing

The purpose for processing your data by MAN ES is to assess your suitability for a role you have applied for and to help us develop and improve our recruitment process. We will use your application data exclusively for the selection process for the job position you have applied to or other job opportunities if you have specifically consented to it.

The processing of your personal data is based on your consent, additionally to perform a contract or to take steps at your request, before entering a contract. In some cases the Data Controller may also rely on its legitimate interest.

c) Pre-Employment Screening for all new hires

MAN ES performs background checks as part of the recruitment process in order to satisfy the highest possible compliance and integrity standards in its business activities. MAN ES must ensure that potential personnel perform their tasks in accordance with high ethical standards and warrant to observe the company's corporate principles in order to minimize legal risks and prevent damage to the company's reputation.

Processing your personal data is necessary for the purpose of establishing an employment relationship with you. MAN ES has a legitimate interest to hire candidates who have integrity and act on the basis of valid law. This is ensured by validating the information that you provide to us before you're offered a contract of employment.

Pre-employment screening involves verifying your personal details (surname, forename, date of birth, address), presenting your original identity card or a comparable document proving your identity, and submitting your original certificates (certificate relating to the highest level of education or, exceptionally, an officially certified copy in paper form).

It is also verified whether you have already worked for MAN ES and - limited to this case and in compliance with data protection regulations - whether you seriously committed any infringements of legal and official regulations or Group regulations during the period of employment. For this purpose, personal data are retrieved in the existing personnel file for the last three years, in the whistleblower system (restricted to MAN ES) and in the security database of Group Security.

A comparison is also made with a publicly accessible financial sanctions list according to the valid EU Resolution No. 881/2002. In addition, a matching with the SAM database is carried out in order to identify any involvement in so called reportable facts. The SAM database of the US authorities contains the name of persons who are only permitted to work for MAN ES as employees under certain criteria.

Pre-employment screening for all new hires is carried out by each responsible HR Department and also, if necessary, by Group Security. Only a restricted group of persons internally is authorized to access your data and ensures compliance with the undermentioned erasure period.

In the event of unusual findings during the background check, the results are discussed in a committee whose members includes a representative from HR Compliance, the manager in the responsible HR Department, the manager in the recruiting department and the Works Council (if applicable). The results of the discussion are documented and entered in the personnel file.

In the case of new hires, all information collected relating to the background check is included in the personnel file where it will be kept according to the retention periods for relevant personnel records and data. Data won't be processed for any other purpose.

All the information collected relating to the background check will be erased for all non-successful external candidates after six months.

Data must be provided to conclude a contract.

d) Transfer of personal data

In some cases we might transfer your personal data to affiliated companies, service providers or other external recipients. For example to carry out background checks or visa handling support, in such cases we will explain the purpose for which the information will be used at the point where we ask for your consent. The transfer will only take place if an adequate level of data protection has been confirmed.

e) Storage and deletion of personal data

In case you are not hired your data will be deleted after the application process is closed. In case you are hired, the data of the application will be transferred to your personal file and deleted after the termination of your working contract. All retention periods are subject to the national legislations of the country you are applying in. For more information contact the HR department.

f) Candidate search

As part of our search for suitable candidates, we may research professional platforms and use the personal data published there by potential candidates to check whether the person is a good fit for us and to make contact if necessary. This data is deleted after the end of our selection process, unless an application process follows. The basis for the research is our legitimate interest in filling positions with suitable people. You have the right to object.

3. Your Rights

Pursuant to Articles 5 to 13 of the Law No.27 of 2022 regarding Personal Data Protection, you are entitled to the following rights:

- To obtain information regarding the processing of your personal data;
- To correct errors and/or inaccuracies in your personal data;
- To access and obtain a copy of your personal data;
- To data portability (in a format commonly known or readable by an electronic system)
- To stop the processing of, and/or delete your personal data;
- When based on consent, to withdraw consent for the processing of your personal data;
- To object to a decision-making action that is based solely on automatic processing, including profiling, which has legal consequences or has a significant impact on the data subject;
- To delay or limit personal data processing; and
- When violations in connection with the processing of your personal data, to sue and receive compensation.

Please note that participation in the MAN ES application process is not possible without your personal data being processed.

To exercise your rights, please send an email to dataprotection@man-es.com specifying the job offer you've applied to.

Additionally, in the event of any complaints, you have the option of contacting a data protection regulator.

4. Reservations

MAN ES may update this Data Privacy Notice at any time subject to data protection law. You can find the latest version on our website or by contacting the HR Department of the location you're applying to or Data Protection.

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Terms and Conditions

The information you have provided will be used to process your application and any other purpose mentioned above. Please note that participation in the MAN ES recruitment process is not possible without your personal data being processed.

Confirmation

- ☐ I have read and understood MAN ES Data Protection Notice for Job Applicants and I consent to the processing of my personal data for the purposes mentioned above.

Date:

Name: