

## **Privacy notice and terms of use for the SGL job portal**

The SGL Carbon (also short: SGL; in both cases the entire company is meant) is pleased about your visit to our online application system and about your interest in our company. The protection of your privacy in the processing of personal data is an important concern for us. Your personal data will be processed in accordance with the applicable data protection regulations, in particular the EU General Data Protection Regulation (GDPR) and the national supplementary laws.

If you have any questions about the application process or if you would like further information on the subject, you can contact us at any time. Please refer to the contact details on the SGL website contact page.

You can read or print our privacy policy [here](#).

## **Terms of Use**

### **(1) Responsibility**

You are responsible for all content you post in the online application system and undertake not to violate any trademark, copyright, personality or other rights of third parties. In addition, you agree not to distribute any criminal content that endangers minors, pornographic, extremist or racist origin or to violate the rights of third parties. Virus attacks are prohibited as well as misuse of the applications for interference with the security precautions of a foreign network, host or account.

### **(2) Violation of the Terms of Use**

SGL is entitled to remove illegal content without prior warning. This does not justify a claim for reimbursement.

In addition, liability on the part of SGL is excluded, unless there is a mandatory legal liability, such as for intent, gross negligence, injury to life, body or health of a person.

## **Privacy policy**

### **(1) Responsible**

The online application system is operated by SGL CARBON SE – Söhnleinstraße 8, 65201 Wiesbaden – both in its own interest and on behalf of other SGL companies. The responsible body is in principle the Group company of SGL specified in the respective vacancy notice or, in the case of an unsolicited application, SGL CARBON SE. A list of all SGL companies can be found [here](#).

## **(2) Data processing security**

SGL has taken technical and organizational measures to protect your data against accidental or intentional manipulation, loss, destruction and unauthorized access. Our protective measures are regularly reviewed and adapted to technological progress.

Your details will be kept strictly confidential and encrypted during electronic transmission in accordance with current security standards.

## **(3) Purpose and legal basis of the processing**

Your applicant data (personal data including all attachments that you transmit to us) will only be processed by SGL CARBON SE or the responsible group company for the purpose of processing the application.

For applicant data, the candidate profile (short: profile) with general information and data on the person must be distinguished from the application, which contains specific information/data regarding a specific job advertisement.

You can control the visibility of your profile using the following options:

1. All recruiters worldwide  
With this option, you make your profile and application available to all recruiters at all SGL locations worldwide who match your data with vacancies.
2. All recruiters in my country  
Your profile and application will only be visible in the country you specified as your place of residence when you created your account.
3. Recruiters who look after jobs I apply to  
Your profile is only visible to the editing recruiters of the job you applied for.

With the options 1 and 2 as well as in case of an unsolicited application, your profile can be compared with our current vacancies. If your profile matches a job advertisement, you will be contacted and invited to apply specifically for the respective position.

Your applicant data is used by the Human Resources department within the applicant management. In addition, your applicant data will be made available to the relevant department and to the managers responsible for the position in a relevant vacancy.

The processing of your data for the processing of the application process is carried out on the basis of Art. 6 (1) lit. b GDPR (implementation of pre-contractual measures).

Within the scope of Art. 6 (1) lit. a GDPR (consent of the data subject), we process data that you send to us in the event of an unsolicited application or when you are admitted to our applications pool. If our HR staff would like to consider you for other positions, you will be invited to apply specifically for the respective position.

## **(4) Data transfer**

Your data will not be passed on to third parties without your express consent or official order.

Within SGL Carbon, your data will be passed on if you make your profile visible to all recruiters worldwide or in your country. In addition, the responsible human resources department and the corresponding specialist department as well as the works council may belong to different companies of the SGL Group. The data is then exchanged between the respective companies.

A list of all SGL companies can be found [here](#).

## **(5) Duration of storage**

The data of your application will be stored after the completion of the application process (i.e. after cancellation by SGL, withdrawal of the application or recruitment) due to legal time limits for legal action for a defined period of time and then automatically deleted. This period is in principle six months, with an exception for posts advertised in the USA. There, the statutory retention period is three years.

If you delete your profile in the system yourself or request SGL to do so, the deletion of the data (candidate profile and all associated applications) will be carried out automatically within 24 hours. The same effect occurs if you revoke the Privacy Policy at a later date. If the data protection declaration is not accepted when creating the candidate profile, the candidate profile will not be created.

A candidate profile is automatically deleted if it has not been used for three years. The decisive factor is the time of the last system login. The deletion does not occur if there is still an active application of the candidate in the system at that time.

The deletion of the applicant data means the complete anonymization, so that the remaining elements of the data record (e.g. residence of the applicant) are still usable for statistical purposes, but do not allow conclusions to be drawn on specific persons. The data deletions also refer to the respective correspondences sent from the system as well as all attachments of the candidate profiles or applications.

## **(6) Possibility of objection**

You can change, delete or have deleted the data stored about you at any time. You have the option to delete your entire profile, delete individual information or withdraw individual applications in your candidate profile. Please note point (5) and point (7) 4.

If you delete your candidate profile before the application process expires, we will not be able to consider your application for the position.

## **(7) Your rights as a data subject**

### **1. Right to object (Art. 21 GDPR)**

You have the right to object to the data processing by us at any time. We will then stop processing your data, unless we can prove - in accordance with the legal requirements - compelling reasons worthy of protection for further processing which outweigh your rights.

If you have given us your consent to the processing of your data, you can revoke it at any time with effect for the future. The legality of the processing of your data until the revocation remains unaffected by this.

Please use our contact details on the contact page of the online application system.

## 2. Right of access (Art. 15 GDPR)

You have the right to request confirmation of the processing and information about the processed personal data concerning you at any time.

## 3. Right to rectification (Art. 16 GDPR)

As a data subject, you have the right to request from the controller the correction of inaccurate personal data concerning you without delay. Taking into account the purposes of the processing, you also have the right to request the completion of incomplete personal data, including by means of a supplementary declaration.

## 4. Right to erasure (Art. 17 GDPR)

In principle, you have the right to require the controller to delete your personal data without delay, provided that one of the reasons listed in Article 17 GDPR applies, e.g. if the data is no longer needed for the purposes pursued. If there are legal retention periods for your data, your data will be deleted after the expiry of it.

If you wish to withdraw your application, you can do so at any time in your candidate profile. Regarding the deletion period please note point (5).

## 5. Right to restriction of processing (Art. 18 GDPR)

You have the right to require the controller to restrict the processing if one of the conditions set out in Article 18 is met, e.g. when you have filed an objection to the processing. The restriction of processing shall apply at least for the duration of the examination by the controller.

## 6. Right to data portability (Art. 20 GDPR)

You have the right to have your personal data, which we process automatically on the basis of your consent or in performance of a contract, handed over to yourself or to a third party in a common, machine-readable format. If you request the direct transfer of the data to another controller, this will only be done if it is technically feasible.

## 7. Automated decision in individual cases including profiling (Art. 22 GDPR)

In principle, we do not use fully automated decision-making (e.g. profiling) in accordance with Article 22 GDPR to justify, implement and terminate the employment relationship. Should we use these procedures in individual cases, we will inform you about this and your rights in this regard separately, if this is required by law.

In addition to the rights listed here, the applicable regulations from the national supplementary laws apply.

## 8. Right to lodge a complaint with a supervisory authority (Art. 77 GDPR)

In the event of any other administrative or judicial remedy, you shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of alleged infringement, if you consider that the processing of personal data concerning you is infringing European or national data protection law.

### **(8) Use of cookies**

The Job portal use so-called “cookies”. These do not damage your computer and do not carry viruses. Cookies are small text files that are stored on your computer and saved by your browser. They serve to make our site more user-friendly, more effective, and more secure.

Your browser allows you to change your browser settings to notify you when you receive a cookie and only permit it in individual cases, exclude the acceptance of cookies in certain circumstances or generally, and activate the automatic erasure of cookies when the browser is closed.

Important: Deactivating cookies may restrict the functionality of this website.

The page uses the cookie type JSESSIONID. This cookie is set by the Server Session option selected by SGL. This is the setting recommended by SAP in order to optimally provide the applicant accounts to users and to keep the website in compliance with the latest data protection laws. The use of this cookie does not set login cookies. This cookie is created as a session cookie when a new user visits an RMK site. When a user closes the browser, the session expires for that user. If this cookie is deactivated by browser or computer settings, the user will not be able to log in.

For more information on the use of cookies on our website, please refer to the privacy policy at [www.sglcarbon.com](http://www.sglcarbon.com).

Further data protection notices for applicants and employees can be found on our website in the privacy policy.

If you have any questions about the use of your data or would like to exercise your data subject rights, please contact our Data Protection Officer:

SGL CARBON SE  
Data protection supervisor  
Söhnleinstraße 8  
D - 65201 Wiesbaden

E-Mail: [dataprotection-de@sglcarbon.com](mailto:dataprotection-de@sglcarbon.com)