



INFORMATION SHEET

We take the protection and security of your personal data seriously. For this reason, we would like to inform you about the Data Protection Policy that we have committed ourselves to uphold in order to enable you to have confidence in the application process.

COLLECTION AND STORAGE OF YOUR DATA

- ◆ When you send us a speculative job application or apply for specific job vacancies, your personal data is collected and stored in the bank's Career Portal.
- ◆ The information and personal details required for the application procedure that we collect include your name, postal address, email address, or information about your educational background and professional experience. In addition, you have the possibility to upload individual application documents (e.g. cover letter, CV/résumé, certificates, job references). The information you provide and the documents you upload are entered and stored in our Career Portal.

PROCESSING AND USE OF YOUR DATA

- ◆ When you submit an application for a job opening via the Career Portal, your data can only be viewed and processed by the Recruiting/Human Resources departments and by the employees in the business units of the bank responsible for the job opening.
- ◆ When you submit a speculative application via our Career Portal, the personal data you provide is used to search for a suitable position for you. Your data can then be viewed by the Recruiting/Human Resources department and by the employees of the bank involved in the application process to enable them to determine which job vacancies match your profile.
- ◆ The data you upload (documents and text content) is temporarily stored for processing in carefully selected data centers, all of which are located in Germany. After processing and/or periodical retrieval of the data by the Human Resources department, all data from the data centers is permanently and irrevocably destroyed.
- ◆ The subsequent processes in the application procedure are carried out exclusively in our company.



RETENTION PERIOD OF APPLICATION-RELATED DATA

After completion of the application process, your application data is deleted in line with statutory requirements. You have the right to revoke your consent to the storage and processing of your application data at any time and to request that the data be deleted. You can of course re-submit an application at any time. If we are interested in storing your application documents in the Career Portal for a longer period, we will obtain your consent to do so. If you consented to the inclusion in the pool of applicants during the application procedure, no further actions would be necessary.

SECURITY IN HANDLING PERSONAL DATA

We deploy technical and organizational security measures to protect your data against accidental or deliberate manipulation, loss, destruction, or against access by unauthorized persons. In particular, your data is transmitted in encrypted form. Our security measures are regularly reviewed and revised to take technological developments into account.