

Data protection information (Hartmann Pre application form)

1. Options for using the Hartmann application form

The following possibilities are available for using the Hartmann online application form:

Application: You can use our Hartmann **online application form** to register or make an application for a position at Hartmann Schiffahrts GmbH & Co.KG (hereafter Hartmann) in Germany including national and international branch offices. You will thus be submitting your profile for a specific position, and your data will be analysed for the job in question and for other comparable positions.

2. Data protection regulations

a) Introduction

The protection of your personal data is very much a priority for Hartmann, which is why we will always handle any data which you enter via our website in a confidential manner and in accordance with the German data protection regulations, and in particular the German Federal Data Protection Act (BDSG).

This explanation regarding the protection of privacy and personal rights applies exclusively to the Hartmann Schiffahrts GmbH & Co KG.

Insofar as you apply for a position and provide us with information via the website, you are declaring that in accordance with § 4a of the German Federal Data Protection Act (BDSG), you agree to our processing and using your data within the scope of the conditions set out below. This also applies to any transfer of personal data to domestic and foreign branch offices of the Hartmann Group.

In this context, please be aware that certain links (electronic connections) on the German version of the Hartmann website lead to websites belonging to third parties or to other Hartmann subsidiaries, which due to their national autonomy and independence as well as possibly different laws may not be governed by this privacy statement.

Hartmann accepts no liability for the content and/or for the protection and processing of any personal data submitted to such websites.

b) Data protection

Your personal data will be recorded and processed according to German data protection regulations, in particular the German Federal Data Protection Act (BDSG).

c) Data collection

The Hartmann website saves no personal information about you without your explicit approval. You can however provide us with such information voluntarily for specific purposes in relevant areas of the Hartmann website (such as your name, current job title, current employer, e-mail address and telephone and fax numbers in the context of registration).

We will not seek via the Hartmann website to obtain what are described as sensitive personal data as defined in § 3 paragraph 9 of the BDSG. If you choose to supply such information during registration, you are allowing us to save such data and use it for the purposes of this website.

d) Cookies

To ensure that the Hartmann website is well managed and to facilitate improved navigation within the site, we or our service provider(s) may use cookies (small text files stored in a user's browser), to collect aggregate data. We may use such devices to track information on our website such as IP address, domain, browser type and pages visited. This information is reported to our webmasters who use the information to analyse the number of visitors to different areas of the site and to make sure that our website is serving as a useful, effective information source.

Our cookies do not collect personal information such as your name or e-mail address. To prevent any cookies being saved, you should make settings in your internet browser which mean that either no cookies are saved or to force the browser to ask permission to store each cookie.

However, under specific circumstances, visitors may be denied access to some parts of the Hartmann site if their browsers reject cookies.

e) Collection, handling and use of your data

Personal information will only be processed, handled and used for the purposes of processing the application.

Contact information such as your name, address, telephone number, email address etc. will be used for the purposes of the Hartmann online application form. This data is basically required for contact purposes regarding your application.

f) Having your data deleted

You can have your data deleted at any time by sending a mail to: delete-preapp@hartmann-ag.com. Please note that your profile will be saved at the moment you click on the "send" button. Should your application prove to be unsuccessful, your data will be kept for six months in order to enable us to answer any questions regarding your application and the rejection thereof, or to inform you in the event of a position becoming available.

g) Transfer and processing of personal data

We reserve the right - provided you give us your express consent - to forward the data in your application to other human resources departments within the Hartmann Group, including to countries outside of the EEA. Without your consent, we will not pass on your personal data to outsiders or third parties.

Forwarding of personal data can only take place in accordance with the German Federal Data Protection Act, in particular insofar as we are legally required to pass on data to courts or authorities within the country or a data transfer outside the country to courts and authorities abroad.

The online application which you will submit will be processed as quickly as possible by the relevant HR department. Your application will be read by HR personnel and by the relevant department at Hartmann Schiffahrts GmbH & Co. KG. in Germany including national and international branch offices. Reading through the application documents may take some time.

Should you have any further questions or require any more information on this subject, please contact us by email at: info-preapp@hartmann-ag.com

h) Data security

To maintain the security of the data which is submitted by visitors to the site, Hartmann implements generally accepted technological security standards, to protect user information from misuse, loss and falsification. Furthermore, only certain Hartmann employees are allowed access to data which is identified as personal user information. The employees ensure during the transfer that sensitive data of this nature remains confidential. All visitors to this website are advised that links (electronic connections) lead to other websites and information provided by third parties. Unless explicitly warranted, Hartmann accepts no responsibility for the content of third-party websites, nor for their compliance with security standards or the German data protection act.

i) Consent

When you **submit your application data along with any attachments** you are specifically stating that you accept the collection, processing and use of the information you are providing and its potential forwarding to domestic and foreign branches of the Hartmann Group for the above-mentioned purposes.

You have the right at any time to revoke your consent to the use of your personal data by deleting your profile (see 2.f, Having your data deleted).

3. Conditions of use

a) General responsibilities of the user

The user commits to using the Hartmann online application form correctly. He or she assures that they will not publish any criminally relevant content when using the form and will not violate the rights of any third parties. In particular, users are prohibited from publishing content which is harmful to minors, pornographic, extreme or racist. Virus attacks and misuse of the application to gain access to the security arrangements of an external network, hosts or accounts are also prohibited.

The user must ensure that a security code is issued and that it is kept secret and used in the correct way.

The user states that he or she agrees to the fact that all information relating to the relationship can be sent by email insofar as another means of communication is legally required.

b) Responsibility

The user him or herself is responsible for all content which he or she puts in the Hartmann online application form, including text, photographs, graphics, files and links. He or she commits to not infringing any third-party trademarks, copyrights, personal or other rights. He or she is required to ensure that the material submitted is complete and correct.

The user indemnifies Hartmann from any damages which arise due to unauthorised usage of the access to the Hartmann online application form or by other harmful actions by the user or by third parties, insofar as the user is at fault in this respect.

Hartmann is only deemed to be responsible for third-party content in terms of the conditions of the German Federal Telemedia Act (TMG) if:

- Hartmann is aware of illegal activities or of the contents, or in the event of claims for damages is also aware of facts or circumstances which give rise to the illegal activities or contents, or
- Hartmann failed to take prompt action to remove the contents or block access to them as soon as it was made aware of them.

Irrespective of the legal basis, Hartmann's contractual and legal responsibility is limited to intent and gross negligence. Otherwise, Hartmann accepts no liability.

c) Infringement of these terms

Hartmann has the right to remove illegal contents from applications without prior warning to the user. Furthermore, Hartmann reserves the right in such cases to impose a temporary or permanent ban. The user will be informed without delay if such measures are taken. This will not give the user the right to a refund.

Should Hartmann become aware of forbidden action or tort on the part of the user, or should third parties make them aware of alleged forbidden action or tort, then Hartmann has the right, within the framework of the applicable legal provisions, to forward personal information to the prosecuting and regulatory authorities where necessary.

End - nothing follows