

PRIVACY NOTICE FOR CERTIFIED HR

The following Privacy Notice informs you of how your personal data (data) will be processed by using the Certified HR.

1. INTRODUCTION

Deutsche Post AG (hereinafter called [DP AG]) is pleased that you have visited our Certified HR website and are interested in our company, products and services. It is important to us to protect your personal data during handling throughout the entire business process.

Please be aware that the national legal requirements for data protection and the handling of personal data may vary from country to country. Therefore, if you visit the relevant country websites you will learn more about country specific information on data protection.

In the following, we explain what personal data DP AG collects when you visit our website and how this data is processed and for what specific purposes.

2. WHAT IS PERSONAL DATA?

Personal data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. This includes information such as your real name, address, telephone number and date of birth. Information which cannot be linked to your real identity - such as favorite websites or number of users of a site - is not considered personal data.

3. WHO IS RESPONSIBLE FOR PROCESSING YOUR DATA?

This Privacy Notice applies for the data processing carried out by:

Deutsche Post AG
CD 56 Engagement & Enablement
Charles-de-Gaulle-Str. 20
53113 Bonn
Germany

In addition to the data processing that takes place within the Certified HR website, the Privacy Notice also covers data processing within the learning and training process, carried out by the legal entity that offers the Certified HR Program.

If you have any questions regarding the processing of your data, you can contact the Data Protection Officer at:

Deutsche Post AG
Global Data Protection
53250 Bonn
datenschutz@dpdhl.com

4. WHAT ARE THE PURPOSES OF AND THE LEGAL BASIS FOR THE PROCESSING OF PERSONAL DATA? / WHAT ARE THE CONTROLLER 'S OR THIRD PARTY 'S LEGITIMATE INTERESTS?

4.1. Visiting our website

DP AG is committed to preserving the privacy of users of Certified HR Websites. When you visit our web pages, our web servers temporarily save the connection data of the computer connecting to our site. These connection data include: a list of the web pages that you visit within our site; the date and duration of your visit; the IP address of your device; the identification data of the type of browser and operation system used as well as the website through which you linked to our site. Additional personal information such as your name, address, telephone number or e-mail address is not collected unless you provide this data voluntarily, e.g. while completing an online contact form, as part of a registration, survey, competition, fulfillment of contract or an information request.

The legal basis for the processing of the aforementioned data categories is consent as provided in Art. 6 (1) (a) of the European General Data Protection Regulation (GDPR). The way how the user is able to withdraw the consent for future processing is prescribed in the process of obtaining the relevant consent. Due to the said purposes, in particular to guarantee security and a smooth connection setup, we have also a legitimate interest to process this data as provided in Art. 6 (1) (f) of the GDPR.

The data are deleted as soon as they are no longer needed to achieve the purpose for which they were collected. For the provision of the website, this is the case when the session terminates. The log files (access logs) are kept for administrators to access directly and exclusively for a period of 24 hours. After that, they are only available indirectly through a restore from backup tapes and are permanently deleted after 30 days. Furthermore we are using cookies, tracking-tools and targeting measures. You will find more details hereto below under sec. 4.

4.2. Online presence and website optimization

We use tracking software to determine how many users visit our website and how often. We do not use this software to collect personal data or individual IP addresses. The data are used solely in anonymous and summarized form for statistical purposes and for developing the website.

4.2.1. Use of Cookies

“Cookies” are small files that enable us to store information related to your device and you, the user, specifically, while you visit one of our websites. Cookies help us to determine how frequently our internet pages are accessed as well as the number of users. And they help us configure our offers so that they are as convenient and efficient as possible for you.

On the basis of legitimate interests as stated in Art. 6 (1) (f) GDPR, we are using “session cookies” in order to optimize our website and to guarantee a convenient and undisturbed user experience. These cookies are stored exclusively for the duration of your visit to our internet pages. They are automatically deleted when you close your browser.

In addition, we use “persistent cookies” for retaining information about visitors who repeatedly access one of our internet pages. The purpose of using cookies is to be able to offer you optimal user guidance as well as to “recognize” you and thus be able to present (as much as possible) diversified internet pages and new contents during repeated use.

Generally, we do not create an individual profile of your online activities. The content of a persistent cookie is limited to an identification number. Name, email address, IP address, etc., are not saved on the majority of our sites. However, there are some exceptions which you can find in our cookie table below.

4.2.2. Table of cookies and categories

We have provided details of all cookies used on this websites in the table below.

All cookies in this table have been categorized according to 4 numbered groups – the relevant category numbers are listed in column 1. Please note that cookies can belong to more than one category.

The categories are as follows:

- **Strictly Necessary:** These cookies are essential in order to enable you to move around the website and use its features. Without these cookies, services you have asked for cannot be provided. As already stated above, this is based on Art. 6 (1) (f) GDPR.
- **Performance:** These cookies collect information about how visitors use a website, for instance which pages visitors go to most often. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works.
- **Functionality:** These cookies allow the website to remember choices you make and provide enhanced, more personal features. For example, these cookies can be used to remember and store the last tracking number that you entered when using a tracking application. Information these cookies collect may be anonymized and they cannot track your browsing activity on other websites.
- **Targeting or Advertising:** These cookies are used to deliver adverts more relevant to you and your interests. They are also used to limit the number of times you see an advertisement as well as helping measure the effectiveness of an advertising campaign. They are usually placed by advertising networks with the website operator's permission.

NAME	HOST	DURATION	TYPE	CATEGORY	DESCRIPTION
_dhl_certified_hr_session	certifiedhr.dpdhl.com	SESSION	First Party	Strictly Necessary	Session cookie from application (Ruby on Rails 6.1 - Secure / https only)
OptanonConsent	certifiedhr.dpdhl.com	365 days	First Party	Strictly Necessary	This cookie is set by the cookie compliance solution from One-Trust. It stores information about the categories of cookies the site uses and whether visitors have given or withdrawn consent for the use of each category. This enables site owners to prevent cookies in each category from being set in the users browser, when consent is not given. The cookie has a normal lifespan of one year, so that returning visitors to the site will have their preferences remembered. It contains no information that can identify the site visitor.

NAME	HOST	DURATION	TYPE	CATEGORY	DESCRIPTION
OptanonAlertBoxClosed	certifiedhr.dpdhl.com	365 days	First Party	Strictly Necessary	This cookie is set by websites using certain versions of the cookie law compliance solution from OneTrust. It is set after visitors have seen a cookie information notice and in some cases only when they actively close the notice down. It enables the website not to show the message more than once to a user. The cookie has a one year lifespan and contains no personal information.
_pk_id*	certifiedhr.dpdhl.com	392 days	First Party	Analytics Cookies	This cookie name is associated with the Piwik open source web analytics platform. It is used to help website owners First Party track visitor behaviour and measure site performance. It is a pattern type cookie, where the prefix _pk_id is followed by a short series of numbers and letters, which is believed to be a reference code for the domain setting the cookie.
_pk_ses*	certifiedhr.dpdhl.com	30 seconds	First Party	Analytics Cookies	This cookie name is associated with the Piwik open source web analytics platform. It is used to help website owners track visitor behaviour and measure site performance. It is a pattern type cookie, where the numbers and letters, which is believed to be a reference code for the domain setting the cookie.
_pk_id*	cdn.matomo.cloud	393 days	Third Party	Analytics Cookies	This cookie name is associated with the Piwik open source web analytics platform. It is used to help website owners track visitor behaviour and measure site performance. It is a pattern type cookie, where the prefix _pk_id is followed by a short series of numbers and letters, which is believed to be a reference code for the domain setting the cookie.

NAME	HOST	DURATION	TYPE	CATEGORY	DESCRIPTION
mtm_consent	cdn.matomo.cloud	365 days	Third Party	Analytics Cookies	To track users on your website(s) or app(s), the default Matomo Tracking code in JavaScript uses 1st party cookies, which are set on the domain of your website. mtm_consent, mtm_consent_removed and mtm_cookie_consent: when you're asking your users for consent. Matomo is used to help website owners track visitor behaviour and measure site performance.
_pk_ses*	cdn.matomo.cloud	SESSION	Third Party	Analytics Cookies	This cookie name is associated with the Piwik open source web analytics platform. It is used to help website owners track visitor behaviour and measure site performance. It is a pattern type cookie, where the prefix _pk_ses is followed by a short series of numbers and letters, which is believed to be a reference code for the domain setting the cookie.
mtm_cookie_consent	cdn.matomo.cloud	365 days	Third Party	Analytics Cookies	To track users on your website(s) or app(s), the default Matomo Tracking code in JavaScript uses 1st party cookies, which are set on the domain of your website. mtm_consent, mtm_consent_removed and mtm_cookie_consent: when you're asking your users for consent. Matomo is used to help website owners track visitor behaviour and measure site performance.
mtm_consent_removed	cdn.matomo.cloud	30 seconds	Third Party	Analytics Cookies	To track users on your website(s) or app(s), the default Matomo Tracking code in JavaScript uses 1st party cookies, which are set on the domain of your website. mtm_consent, mtm_consent_removed and mtm_cookie_consent: when you're asking your users for consent. Matomo is used to help website owners track visitor behaviour and measure site performance.

4.2.3. Third Party Cookies

Please note that on some pages of our websites you may notice that cookies have been set that are not related to DP AG . When you visit a page with content embedded from, for example, YouTube or Vimeo, these service providers may set their own cookies on your web browser. DP AG does not control the use of these cookies and cannot access them due to the way that cookies work, as cookies can only be accessed by the party who originally set them. You should check the third party websites for more information about these cookies.

4.2.4. How to manage Cookies / Right to object and to opt-out

Using our products and services without cookies is also possible. In your browser, you can deactivate the saving of cookies, limit them to particular websites, or set the browser to notify you when a cookie is sent. You can also delete cookies from your PC hard drive at any time (file: “cookies”). Please note that in this case you will have to expect a limited page presentation and limited user guidance.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit: All About Cookies .

For further EU-specific advice on cookies and the various opt out options available to you, you can also visit the following website: Your Online Choices.

You can choose to opt out of some or all of the advertising cookies set on your PC by visiting the Network Advertising Initiative (NAI) website.

Please remember that if you delete your cookies, or use a different browser or computer you will need to set your opt-out status again.

5. WILL MY DATA BE PASSED TO THIRD PARTIES?

DP AG does not share, sell, transfer or otherwise disseminate your personal data to third parties and will not do so in future, unless required by law, unless required for the purpose of the contract or unless you have given explicit consent to do so. External service providers that process data on our behalf are contractually obliged to maintain strict confidentiality as per Art. 28 GDPR. DP AG retains responsibility for safeguarding your information in such circumstances. The service providers follow the instructions of DP AG, and this is guaranteed by technical and organizational measures, as well as by means of checks and controls.

6. WHAT IS THE DP DHL DATA PRIVACY POLICY?

The DHL Data Privacy Policy regulates the Group-wide standards for data processing with a special focus on so-called third country transfers, meaning transfers of personal data to countries outside the EU, which do not have an adequate level of data protection. If you are interested in learning more about the DHL Data Privacy Policy, please use the following link:

DHL Data Privacy Policy (Summary)

7. WHAT ARE MY DATA SUBJECT'S RIGHTS?

7.1. Overview

Apart from the right to obtain you have the following rights:

- You can request information as to what personal data is stored
- You can request that we correct, delete or block your personal data provided these actions are permitted by law and in compliance with existing contractual conditions.
- You can request to receive personal data you have provided in a structured, commonly used and machine-readable format.
- You may lodge a complaint with the supervisory authority. The competent data protection authority is:

Die Landesbeauftragte für den Datenschutz Nordrhein-Westfalen
Kavalleriestraße 2-4
40213 Düsseldorf
poststelle@ldi.nrw.de

7.2. Right to object

The right to object applies for all processing of personal data which is based on Art. 6 (1) f) GDPR.

To exercise your rights, please contact:

Deutsche Post AG
CD 56 Engagement & Enablement
Charles-de-Gaulle-Str. 20
53113 Bonn
Germany

If you have any further questions, please do not hesitate to contact the Data Protection Officer.

8. HOW ABOUT DATA SECURITY

DP AG takes all of the necessary technical and organizational security measures to protect your personal data from being lost or misused. For instance, your data is saved in a secure operating environment which is not accessible to the public. In certain cases, your personal data is encrypted by Secure Socket Layer technology (SSL) during transmission. This means that an approved encryption procedure is used for communication between your computer and the servers if your browser supports SSL. Should you wish to contact DP AG by e-mail, we would like to point out that the confidentiality of the information sent cannot be guaranteed. The contents of e-mail messages can be read by third parties. We therefore recommend you send us confidential information only by post.

9. CHANGES TO THIS PRIVACY NOTICE

We keep our Privacy Notice under regular review.

DP AG reserves the right to change its Privacy Notice at any time with or without prior notice. Please check back frequently to be informed of any changes. By using DP AG's websites you agree to this Privacy Notice.

This statement was last updated on - 27.07.2023.