



UD TRUCKS

UD Trucks Corporation

1-1, Ageo-shi, Saitama, 362-8523, Japan

Tel: +81-48-615-0184 Fax: +81-48-780-1202

# UD Careers privacy policy

UD Trucks Group respects your preferences regarding the treatment of the personal information you provide to us. This policy explains how we collect and use your personal data. The information below is important. For this reason, we encourage you to read this Privacy Notice carefully. Before personal data can be entered in UD Trucks Group's Careers, you must give your consent for your personal data to be processed.

## Personal Data notice

This notice provides information about the processing of your personal data by UD Trucks Group, where the company to which you apply for a job and/or UD Trucks Group recruitment department ("UDTRUCKS") is/are the personal data controller(s).

UDTRUCKS needs to process personal data about you to administrate your user profile account and/or to administrate your application for a position at UD Trucks Group.

UDTRUCKS may also process personal data about you if you are currently or have been employed by UD Trucks Group company, or have been engaged as a consultant. In such case, please read our Employee or Consultant Privacy Notice.

## Identity and contact details of the controller and data protection officer

This notice provides information on UDTRUCKS's processing of your personal data. UDTRUCKS is responsible for the processing of your personal data under applicable data protection laws and regulations.

If you have questions regarding the processing of your personal data, please contact UDTRUCKS's Legal team.

## What categories of personal data will UDTRUCKS process?

UDTRUCKS will process all or part of the following categories of personal data.

- Individual data, such as name, date of birth, gender, nationality, preferred language, photo
- Contact data, such as home address, email, telephone number
- Health data, such as results from health examinations, drug test results (if applicable)
- Competence data, such as CV, learning records and training activities

It is specifically noted that health data, if applicable, is regarded as a special category data under the applicable data protection laws and shall be handled with extra care.

## Legal basis and purposes of the processing

UDTRUCKS will process personal data concerning you for 1) administrative purposes, such as enabling administration and assessment of your application and enabling setting-up and administration of your user account; and 2) for recruitment purposes, where the purpose is to find the right candidate for the vacant position at hand. The legal basis for the processing of personal data for purposes 1 and 2 above is that it is a



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legitimate interest of UDTRUCKS to have an organized system for administrating candidates for a position and to carry out recruitment operations that ensures and maintains a skilled workforce within UD Trucks Group.

In the balancing of interests between UDTRUCKS's legitimate interests above and your interests and fundamental rights and freedoms, it has been taken into consideration that a **recruitment process** necessarily includes processing of personal data, and that candidates understands and accepts this when submitting a job application to UDTRUCKS. UDTRUCKS would not be able to achieve its legitimate interests outlined above without processing personal data regarding the applicant. UDTRUCKS treats the personal data obtained with respect and in compliance with UDTRUCKS's retention and access rights principles. No other information than what is necessary for the recruitment is processed by UDTRUCKS, and the personal data will not be used for any new purposes in the future unless you consent to it. Therefore, UDTRUCKS finds its processing of personal data relating to you compatible with the interest you have shown to become an employee of UDTRUCKS, and that UDTRUCKS's processing of personal data relating to you does not constitute an infringement of your rights and freedoms.

In exceptional cases and only when no other legal ground can be applied, UDTRUCKS may ask for your consent to process your personal data. If consent is used, you may withdraw your consent at any time, which will however not affect the lawfulness of the processing based on consent before its withdrawal. To withdraw you consent, please contact UDTRUCKS's data protection officer at the contact details provided above.

### **From where will UDTRUCKS obtain your personal data?**

UDTRUCKS will primarily obtain personal data concerning you from yourself, or from other third parties to whom you have directed us to obtain the personal data. Some personal data might also be automatically generated from UDTRUCKS's IT-system, such as internal reference IDs.

### **What happens if you do not provide UDTRUCKS with any personal data?**

Personal data is a requirement and necessity for processing your application, which cannot be considered by UDTRUCKS unless you provide the required personal data.

### **How will UDTRUCKS share your personal data? Will it be transferred outside Japan?**

UDTRUCKS will not share your personal data with anyone outside of UD Trucks Group, unless required by law or regulations. However, UDTRUCKS may, if necessary to fulfill the purpose for processing the personal data, share your personal data with other UD Trucks Group companies, including companies outside Japan. UD Trucks may also, if necessary to fulfill the purpose for processing the personal data, share your personal data with third party suppliers, including suppliers outside of Japan.

UDTRUCKS will secure that there are appropriate safeguards in place which provide adequate levels of protection of your personal data as required by applicable data protection laws.



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### **For how long will UDTRUCKS keep your personal data?**

Until the recruitment process has been concluded, and two (2) years thereafter (or longer depending on applicable employment legislation) in case of a possible dispute (e.g. on grounds for discrimination). If consent has been given to store personal data for future recruitment needs, it will be stored until a future recruitment of the applicant is no longer relevant and/or until such consent has been withdrawn.

### **Your data protection rights**

You have the right to request information from UDTRUCKS about the personal data processed about you, and access to such personal data. You also have a right to request rectification of your personal data if this is incorrect and request erasure of your personal data. Further, you have a right to request restriction of the processing of your personal data meaning that you request UDTRUCKS to limit its processing of your personal data under certain circumstances. There is also a right for you to object to the processing based on legitimate interest or processing for direct marketing. You have as well the right to data portability (transfer of your personal data to another controller) if UDTRUCKS's processing of your personal data is based on consent or contractual obligation and is automated.

You also have the right to lodge any complaints you may have regarding UDTRUCKS's processing of your personal data to a supervisory authority. For more information about these rights and how to exercise them, please contact the UDTRUCKS data protection officer.