

HONDA MOTOR EUROPE LOGISTICS NV

HONDA APPLICANT PRIVACY NOTICE (BE)

Honda makes every effort to protect and respect your privacy. This Privacy Notice tells you how Honda Motor Europe Logistics NV, with its registered office at Langerbruggestraat 104, 9000 Gent, Belgium, with company number 0418.250.835, RLE Ghent, division Ghent ("**Honda**", "we" or "us") processes your personal data, when you visit the websites of Honda or when you enter into contact with us, in written or by telephone, in relation to a (possible) application for employment or engagement by Honda. It also describes your data protection rights, including a right to object to some of the processing that Honda carries out. More information about your rights, and how to exercise them, is set out in the "Your Choices and Rights" section.

We may also provide you with additional information when collecting personal data. We do so when, in our opinion, it might help to provide relevant and timely information.

What Personal Data We Collect

We process the following types of personal data in connection with your application for employment or engagement by Honda.

- **Contact information:** such as your name, telephone number, email and home address.
- **Identification information:** such as your date of birth and passport.
- **Entitlement to work information:** such as your nationality, visa, citizenship, social security number and passport details.
- **Job related information:** such as your resume or CV, cover letter, past employment and positions held in other organisations, education, professional qualifications and registrations, reference contact information, position preferences, desired salary, interests and aspirations.
- **Diversity monitoring information:** such as information regarding your age and gender (where permitted and to the extent required for diversity monitoring purposes).
- **Media information:** information freely available and accessible within public and subscription media sources (print and online), obtained through reputable media checks.
- **Any other information you submit to us (including during the course of any correspondence you may have with us):** such as opinions.

We may receive personal data from third party sources, such as:

- **Recruitment agencies** engaged by you;
- **Previous employers** which provide references; and
- **Medical assessment providers**, which may comment on your physical ability to work.

Why We Collect, Use and Store Personal Data

We collect, use and store your personal data for the reasons set out below.

- **Where necessary for purposes which are in Honda's legitimate interests, as further listed below, and where our interests are not overridden by your data protection rights:**
 - To make informed decisions on recruitment and to assess your suitability for the role.
 - To improve our recruitment processes and activities.
 - To administer any legal claims.



- To contact you about future career opportunities at Honda.
- **Where necessary for compliance with legal obligations:**
 - To confirm your right to work in the country in which you have applied for a job with Honda.

If you are successful, we may also carry out other background checks as permitted or required by local law. We will provide more information about these checks before they are carried out.

On what legal basis do we collect, use and retain your personal data

We will only process your personal data:

- For the purposes stated in this privacy policy, and
- If we have a legal basis to do so.

The legal grounds we invoke are as follows:

- **Contract:** a contract with you that we are required to perform or to take steps prior to entering into a contract with you.
- **Consent:** your free consent where you are informed of what this consent means before you provide your consent.
- **Legitimate interest:** a legitimate interest that we pursue as a company, including to optimize our services.
- **Legal obligation:** a legal obligation that we must comply with.

Where do we process your personal data?

In principle, we process your personal data within the European Economic Area (EEA).

We may also transfer your personal data to third parties processing on our behalf outside the EEA. The following further defines how this processing is then done and the adequate safeguards we take to protect your personal data in such cases.

How We Share your Personal Data

(a) Transfers to companies providing services under contract

Your personal data will be shared with companies providing services under contract such as those companies set out below.

- Recruitment Agencies engaged by you.
- IT hosting provider.
- HR service providers for assessment centres

(b) Transfers to government authorities and/or enforcement officials

Personal data will be shared with government authorities and/or law enforcement officials if mandated by law or if required for the protection of our legitimate interests in compliance with applicable laws.

(c) Data transfers outside the EEA (European Economic Area).

In view of the above purposes, we may transfer your personal data to organizations outside the EEA. In doing so, we may use standard contractual data protection clauses (SCC) approved by the European Commission. We may also transfer your data to organizations in the US that participate in the EU-US Privacy Framework or that have business rules protecting your data approved by European data protection authorities. For more information, such as a copy of the documents we use to protect your information, please contact us. Our contact details can be found below under "Contact Us".

Data Retention

We will retain your personal data **during the recruitment process**. Following the end of the recruitment process we will store your personal data as follows:

- ***If you are successful:*** We will retain your personal data, to the extent necessary, in order to manage our contractual relationship. Your personal data will form part of your employee file and we will issue a separate Honda Personnel Privacy Notice, detailing how your information will be used and your rights. In the event your employment agreement is terminated, we will store and retain your personal data for the period as legal required under applicable legislation.
- ***If you are not successful:*** We would like to retain your details on file for up to 2 years so that we can keep you in mind for future recruitment processes and so that we can deal with any potential legal claims linked to the application process.

How do we secure your personal data?

We have taken the appropriate technical and organizational measures to protect your personal data from unauthorized access, theft, accidental loss, manipulation or destruction. However, you understand that the security of your personal data is an obligation of means (best effort). Access to your personal data by our personnel or the personnel of third parties is only done when necessary and is subject to appropriate confidentiality obligations.

Your Choices and Rights

When we collect personal data to comply with **legal or contractual obligations**, please note that some data must necessarily be communicated because if those data are not provided, we will not be able to complete your recruitment process or we will not be able to comply with our obligations. In all other cases, the provision of the requested personal data is optional.

You have the right to **ask Honda for a copy** of your personal data; to **correct, delete or restrict** processing of your personal data; and to **obtain the personal data you provide** in a structured, machine-readable format. In addition, you can **object to the processing** of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement).

These **rights may be limited**, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law or have compelling legitimate interests to keep. If you have unresolved concerns, you have the **right to complain** to a data protection authority.

Your right to complain to a supervisory authority

You also have the right to file a complaint with a data protection supervisory authority. The supervisory authority may be located where you live, or where you work, or where a breach of data protection obligations has occurred.

Links to third party websites

From time to time, our website may contain links to and from the websites of our partner networks, advertisers and Honda Group companies. Honda is not responsible for the content of websites linked to its website. When you visit a third-party website, it is your responsibility to review the privacy policy and legal terms applicable to that website.

Updates to this privacy statement

This privacy statement may be updated periodically. We will update the date at the top of this privacy statement accordingly and encourage you to check the Honda online content for changes to this



privacy statement. In some cases, we will also actively alert you to specific data processing activities or significant changes to this privacy statement, as required by applicable laws.

Contact Us

The data controller of your personal data is Honda Motor Europe Logistics NV, Langerbruggestraat 104, 9000 Gent (Belgium).

If you have any questions about this Privacy Notice or wish to contact us for any reason in relation to our personal data processing, please contact us at H MEL.gdpr@honda-eu.com.