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Data Privacy Notice

Job applicants

General

As part of any recruitment process, Hitachi Zosen Inova AG and its subsidiaries as listed in the Section Controllers' Identity and Contact Details below ("HZI") process personal and special category data (together "your data") relating to job applicants. Processing includes to access, read, collect, record, organize, store, modify, retrieve, analyse, transmit, disseminate, delete or destroy your data.

HZI is committed to being transparent about how it processes your data and to meeting its data protection obligations under the relevant data protection laws, especially the Federal Act on Data Protection (FADP)¹, the EU GDPR², the UK GDPR³, and other applicable State legislation.

There is no legal or contractual obligation for you to share any of your data, however, if you do not share data that is required for HZI to conduct the recruitment process with you, HZI may not be able to consider you as an applicant.

What information does HZI process?

The organisation processes a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the country where you applied (incl. citizenship);
- information about your ethnic origin, and health (if required by local legislation),
- Where permitted CCTV footage on HZI premises

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

HZI may also collect your data from third parties, such as references supplied by former employers, recruitment agencies etc. HZI will seek information from third parties only to the extent this is required for the recruitment process.

What is the purpose and the legal basis for processing your data?


HZI needs to process your data in order to contact you and carry out all relevant steps of the recruitment process. It also needs to process your data to enter into an employment contract with you.

In some cases, HZI will need to process your data to ensure that it is complying with its legal obligations. For example, it may be required to check a successful applicant's eligibility to work in the country where the position is located before employment starts.

¹ 235.1 Federal Act on Data Protection (Data Protection Act, FADP) of 25 September 2020 (Status as of 1 September 2023)

² Regulation (EU) 2016/679 of the European Parliament, known as the General Data Protection Regulation (GDPR)

³ Retained Regulation (EU) 2016/679 (UK GDPR) and the Data Protection Act 2018 (DPA 2018) as applicable to general processing of personal data (the UK GDPR regime)

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When processing your data HZI is therefore relying on one or several of the legal grounds defined in the applicable legislation, e.g., GDPR: Article 6 (1)(b) (performance of a contract or steps prior to entering into a contract), Article 6 (1)(f) (legitimate interest), Article 6 (1)(c) (complying with legal obligations), Article 6 (1)(a) consent where required. Where other data protection laws exist other than GDPR we process in line with local country regulations on data protection.

Processing your data allows HZI to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. HZI may also need to process your data to respond to and defend against legal claims.

Where HZI relies on legitimate interests as a reason for processing your data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Where HZI relies on a consent given by you, you may revoke this consent at any time for future processing of your data by HZI.

HZI may process certain health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

HZI will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your data will be shared internally for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the recruitment process.

HZI may share your data with other HZI affiliates to the extent this is required for the recruitment process and lawful under the applicable data protection laws.


HZI may share your data with third parties, such as internet providers, recruitment agencies, service providers for recruitment applications, former employers to obtain references for you (we ask for references based on your prior consent) etc. HZI will not share your data with third parties, unless this is required for the recruitment process and/or in order to offer you employment.

HZI will not transfer your data outside the European Economic Area (EEA) unless the position you applied for is located outside the EEA or a transfer is otherwise necessary. In case your data is transferred outside the EEA, HZI will ensure that such transfer will comply with the requirements of the applicable data protection laws. Where the country of transfer does not have an adequate level of protection for personal data, HZI will ensure legal compliance by using the appropriate means foreseen in the applicable legislation.

If the personal data are transferred outside of Switzerland, UK and the EEA, we usually use the following legislative provisions: (i) an adequacy decisions (Art. 16 (1) of the FADP or Art. 45 (1) of the GDPR / UK GDPR), (ii) an agreement containing model contract clauses in compliance with data sharing (Art. 16 (2) letter d) of the FADP or Art. 46 (2) letter c) of the GDPR/UK GDPR), (iii) a conclusion or performance of a contract (Art. 17 (1) letter b) of the FADP or Art. 49 (1) letter b) or c) of the GDPR/UK GDPR)

How does HZI protect your data?

HZI protects your data by taking appropriate technical and organisational security measures to prevent unauthorised access, improper use, alteration, disclosure, destruction and accidental loss.

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Where and for how long does HZI keep your data?

Your data may be stored in a variety of locations including electronically on secure servers and in hard copy form in access-restricted locations such as locked filing cabinets or drawers.

If you are offered and you accept a job with HZI, your data will be transferred to a manual and/or an electric personnel file and retained during your employment. The periods for which your data will be held in such case will be provided to you in a separate privacy notice.

If your application for employment is unsuccessful, HZI will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed. HZI may ask for your consent to keep your data as part of a talent pool in order to consider your application for other roles that might be of interest to you.

Your rights

As a data subject, you have a number of rights. You can:

- ask for further information about the data processing and your rights (right to information)
- access and obtain a copy of your data on request and you have the right to data portability;
- require HZI to change incorrect or incomplete data;
- require HZI to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where HZI is relying on its legitimate interests as the legal ground for processing; and
- ask HZI to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Group Data Protection Officer (contact details below).

If you believe that HZI has not complied with your data protection rights, you can complain to the local data protection authority who will consider the matter for you (please find a list of contacts below).

Withdrawal of your consent


If the processing of your data by HZI is based on your consent, you may withdraw your consent at any time by contacting the People and Culture Department at hr@hz-inova.com or by mail: HZI AG, People and Culture Data Protection Administrator, Hardturmstrasse 127, 8005 Zurich, Switzerland . If you withdraw your consent, your data will no longer be processed by HZI unless there is another lawful basis to do so. If you withdraw your consent during the recruitment process, HZI may not be able to continue the recruitment process with you.

Automated decision-making

The HZI Recruitment processes are not based on automated decision-making.

Controllers' Identity and Contact Details

The HZI Group consists of several companies which may be solely or jointly responsible for the processing of your data. If you want to contact a particular subsidiary belonging to the HZI Group as a controller, please find contact details here: <https://www.hz-inova.com/about-us/hzi-group/> or here:


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Hitachi Zosen Inova Group	Registered Address, Place of Registration / Company No.
Hitachi Zosen Inova AG	Hardturmstrasse 127, 8005 Zurich, Switzerland
Hitachi Zosen Inova Service Schweiz KRB AG	Industriestrasse 6, 9470 Buchs, Switzerland
Hitachi Zosen Inova Australia Pty Ltd	C/- LOGICCA PTY LIMITED, Level 6, 151 Macquarie Street, SYDNEY NSW 2000, Australia
Hitachi Zosen Inova Canada Ltd.	Suite 2300, Bentall 5, 550 Burrard Street, Vancouver BC, V6C 2B5 / Canada
Hitachi Zosen Inova France S.à.r.l.	13, rue des Valères, 10600 Barberey-Saint-Sulpice, France
Hitachi Zosen Inova ESTI SAS	rue des Fourrières, Zone Le Champ le Cerf, 54230 Neuves Maisons, France
Hitachi Zosen Inova Deutschland GmbH	Waltherstrasse 49-51, 51069 Köln, Germany
Hitachi Zosen Inova BioMethan GmbH	Ludwig-Elsbett-Strasse 1, 27404 Zeven, Germany
Hitachi Zosen Inova Etogas GmbH	Ludwig-Elsbett-Strasse 1, 27404 Zeven, Germany
Hitachi Zosen Inova Renewable Gas Apensen GmbH	Ludwig-Elsbett-Straße 1, 27404 Zeven, Germany
Hitachi Zosen Inova Schmack GmbH	Bayernwerk 8, 92421 Schwandorf, Germany
Hitachi Zosen Inova Steinmueller GmbH	Fabrikstrasse 1, 51643 Gummersbach, Germany
Hitachi Zosen Inova Italia S.r.l.	Via Copernico 38, 20125 Milan / IT
Hitachi Zosen Inova Polska Sp.z.o.o.	ul. Bojkowska No.47 Gliwice 44 -100 Poland
Hitachi Zosen Inova Rus LLC	"Leningradskiy prospect, 72, building 2, floor 2, space IV, room 1 125315 Moscow, Russian Federation"
Hitachi Zosen Inova Slovakia s.r.o.	Ku Bratke 5, 93405 Levice, Slovakia
HZI Jönköping Biogas AB	Miljövägen 12, SE-555 92 Jönköping, Sweden
Hitachi Zosen Inova UK Limited	"The Hub, Fowler Avenue, Farnborough Business Park, Farnborough, Hampshire GU14 7JF / UK"
HZI Service UK and Ireland Ltd	The Hub, Fowler Avenue, Farnborough Business Park, Farnborough, Hampshire GU14 7JF
Hitachi Zosen Inova UK Operations Ltd	"The Hub, Fowler Avenue, Farnborough Business Park, Farnborough, Hampshire GU14 7JF / UK"
Hitachi Zosen Inova U.S.A. Holding Inc.	10025 Investment Drive, Suite 200, Knoxville, Tn 37932 / USA
Hitachi Zosen Inova U.S.A. LLC	10025 Investment Drive, Suite 200, Knoxville, Tn 37932 / USA
HZIU Kompogas SLO Inc.	4300 Old Santa Fe Road, San Luis Obispo, CA 93401 / USA
HZI Lancaster LLC	4300 Old Santa Fe Road, San Luis Obispo, CA 93401 /USA
Hitachi Zosen Inova Turkey Enerji Limited Sirketi	Resitpasa Mah. Eski Büyükdere Cad. Windowist Blok No: 26 Ic Kapi No 21, 34467 Sariyer / Istanbul, Turkey
BBV Biomethane Società Agricola a responsabilità limitata	Strada Divisione Cuneense 3, 12080 Pianfei, Italy

Regardless of which data controller is specifically responsible for you, you can contact the controller's representative for personal data protection with all your requests and questions about your personal data:

Data Protection Office for the HZI Group (the HZI Group DPO)
E-mail: dataprotection@hz-inova.com

Hitachi Zosen Inova AG
Legal & Contract Management – HZI Group DPO
Hardturmstrasse 127
8005 Zurich

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Switzerland

For EU member states, you can also use the following mail address:

Hitachi Zosen Inova Slovakia s.r.o.
 HZI Group DPO
 Digital Park II
 Einsteinova 25
 851 01 Bratislava
 Slovak Republic
 or e-mail: dataprotection@hz-inova.com

For German subsidiaries BioMethan GmbH, Hitachi Zosen Inova Deutschland GmbH and Hitachi Zosen Inova Schmack GmbH, you can contact the DPO appointed for Germany: dhpG IT-Services GmbH, Bunsenstrasse 10a, 51647 Gummersbach, Germany, e-mail: datenschutz@dhpG.de

If you think your data protection rights have been breached in any way by us, you can make a complaint to the following state authorities:

Country	Name of data protection authority	Link
Switzerland	der Eidgenössischer Datenschutz- und Öffentlichkeitsbeauftragter (EDÖB) (the Federal Data Protection and Information Commissioner)	https://www.edoeb.admin.ch/edoeb/en/home
United Kingdom	the Information Commissioner (ICO)	https://ico.org.uk/ https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/
Germany	Bundesbeauftragten für den Datenschutz und die Informationsfreiheit (BfDI)	Federal structure: https://www.bfdi.bund.de/DE/Service/Anschriften/Laender/Laender-node.html;jsessionid=8FC4907996D494180DF322DBF3486FB3.intranet241 or: http://www.bfdi.bund.de/
Slovakia	Úrad na ochranu osobných údajov Slovenskej republiky (The Office for Personal Data Protection of the Slovak Republic)	https://dataprotection.gov.sk/uouu/en
France	Commission Nationale de l'Informatique et des Libertés - CNIL	https://www.cnil.fr/en/contact-cnil
Poland	Urząd Ochrony Danych Osobowych (Personal Data Protection Office)	https://uodo.gov.pl/
Italy	Garante per la protezione dei dati personali	http://www.garanteprivacy.it/
Sweden	Integritetsskyddsmyndigheten	http://www.imy.se/

More details about the EU national data protection authorities, and the European Data Protection Supervisor (EDPS) are here: https://edpb.europa.eu/about-edpb/about-edpb/members_en