

Data Processing Notice in connection with your application

This Data Processing Notice applies to data processing by:

Weil, Gotshal & Manges LLP, 767 Fifth Avenue, New York, NY 10153-0119, offices in Germany:

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represented by:

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("Weil," "we" or "us").

You can reach Weil's internal data protection officer at the above addresses, Attn.: **Ms. Katrin Endlich**, or at **datenschutz@weil.com**.

1. Processing of personal data; type and purpose of data processing

We may process the following data about you prior to and in connection with your application:

- form of address, title, first name, last name;
- e-mail address; postal address; telephone number;
- date of birth;
- résumé/references and certificates;
- photo;
- bank details, if you request compensation for travel expenses;
- professional interests/preferences/desired location and preferred practice group;
- details of education/employment history/qualification data/date available;
- special personal data, to the extent relevant;
- if applicable, information that we have come into contact with you via an online career platform, a career fair or a recruitment agency;
- any other data required in connection with your application, provided by you or collected during the application process.

To the extent we do not collect such data directly from you and you have an active profile on an online career platform, with organizers of career fairs or with a recruitment agency, we may also collect personal data via such profile.

Your personal data are processed for the purposes of

- identifying you as a (prospective) applicant;
- correspondence with you;
- evaluating your qualifications to fill vacancies;

- informing you individually about a vacancy at Weil for which you might want to apply;
- carrying out the application process;
- internal statistics;
- paying compensation for travel expenses, if applicable.

Your personal data will be processed only by a limited group of people, in particular by the lawyers with whom you are in contact (or by their secretaries) and by the Human Resources and IT staff.

Before you submit an application, we may process your personal data on the basis of your consent (Art. 6(1)(a) GDPR) or for the purposes of our legitimate interests, in particular with respect to recruiting (Art. 6(1)(f) GDPR).

If you have submitted an application, we may (further) use your personal data for the purpose of your application for employment to the extent this is necessary for the decision on the establishment of an employment relationship with us. The legal basis is Sec. 26 para. 1 German Federal Data Protection Act.

If an employment contract is entered into between you and us, we may further process the personal data already collected for the purposes of your employment pursuant to Sec. 26 para. 1 German Federal Data Protection Act and Art. 6(1)(b) GDPR if this is necessary to perform or terminate your employment contract.

In addition, we may process your personal data to the extent this is necessary to defend legal claims asserted against us. The legal basis is Art. 6(1)(f) GDPR, the legitimate interest is, for example, an obligation to furnish evidence in proceedings under the German General Equal Treatment Act. If applicable, we may use your personal data also for the purposes of communication/settlement of costs with your recruitment agency. The legal basis is Art. 6(1)(b) and (f) GDPR.

We will erase your personal data collected before you submit an application (e.g., e-mail correspondence with you) at the latest within six years after they have been collected, unless an employment contract is entered into between you and us or you have given consent to longer retention.

We will erase your personal data collected in connection with your application (e.g., a résumé provided by you) three months after the application process has been completed if an employment contract is not entered into between you and us (except for title, name, position applied for, date of application/rejection, outcome of the application process, source of application, if applicable), unless we are required under Art. 6(1)(c) GDPR to retain data for a longer period due to obligations to retain data or keep records under tax or commercial law (under the German Commercial Code, the German Criminal Code or the German Tax Code) or you have given consent to longer retention (Art. 6(1)(a) GDPR).

2. Disclosure of data to third parties

Your personal data will not be disclosed to third parties for any purposes other than those set forth below.

For business purposes, we may transfer personal data (i) to processors on the basis of contracts pursuant to Art. 28 GDPR and (ii) internally to our offices in other countries, including countries outside the European Economic Area. Any data transfers to our offices in countries outside the European Economic Area are made in accordance with the standard contractual clauses approved by the European Commission. Weil guarantees to apply the standards set out in the "Standard contractual clauses for the transfer of personal data from the Community to third countries (controller to controller transfers)" as included in the Commission Decision of 27

December 2004 in any transfers from any offices of Weil in the European Economic Area to any offices of Weil outside the European Economic Area.

Only if you have come in contact with us via career platforms or recruitment agencies, we may transfer your personal data to the relevant career platforms/recruitment agencies.

3. Your rights

You have the right:

- to freely refuse consent without detriment;
- to withdraw your consent at any time pursuant to Art. 7(3) GDPR by giving notice to the addresses stated above. Upon such withdrawal, we may not continue the data processing that was based on such consent;
- to request pursuant to Art. 15 GDPR information about your personal data processed by us. In particular, you may request to be informed about the purposes of the processing, the category of personal data concerned, the categories of recipients to whom your personal data have been or will be disclosed, the envisaged retention period, the existence of a right to request rectification, erasure or restriction of processing or a right to object to processing, the existence of a right to lodge a complaint, the source of your data where they were not collected at our firm, and the existence of automated decision-making processes, including profiling, and, if applicable, meaningful information about the details of such processes;
- to have inaccurate personal data rectified or incomplete personal data completed without undue delay pursuant to Art. 16 GDPR;
- to demand the erasure of your personal data stored by us pursuant to Art. 17 GDPR, unless the processing is required for exercising the right of freedom of expression and information, for compliance with a legal obligation, for the performance of a task carried out in the public interest or for asserting, exercising or defending legal claims;
- to demand restriction of processing of your personal data pursuant to Art. 18 GDPR if you contest the accuracy of the data, if the processing is unlawful and you oppose the erasure of the personal data, if we no longer need the data, but they are required by you for asserting, exercising or defending legal claims or if you have objected to processing pursuant to Art. 21 GDPR;
- to receive the personal data you have provided to us in a structured, commonly used and machine-readable format and to have such data transmitted to another controller pursuant to Art. 20 GDPR; and
- to lodge a complaint with a supervisory authority pursuant to Art. 77 GDPR. Usually, you can lodge such complaint with the supervisory authority responsible for your habitual residence or place of work or for our office. The Hessian Commissioner for Data Protection can be reached at <https://datenschutz.hessen.de/> and the Bavarian Commissioner for Data Protection can be reached at <https://www.datenschutz-bayern.de/>.

Where your personal data are processed on the basis of legitimate interests pursuant to Art. 6(1)(f) GDPR, you have the right to object to processing of your personal data on grounds relating to your particular situation. It is sufficient to send an e-mail to **datenschutz@weil.com**.