



DATA PROTECTION NOTICE FOR JOB APPLICANTS

1. General Information

a) Information on Data Protection

The protection of your personal rights when processing your personal data is an important concern for Everllence Malaysia Sdn. Bhd.

We process personal data acquired in the course of visits to our Career Portal website in accordance with the statutory regulations of the country in which the Data Controller is domiciled. In addition, all companies of the Everllence Group have committed to the comprehensive and uniform protection of personal data in a binding Group Policy. This guarantees that the level of protection provided within the Everllence Group worldwide is comparable to the European Union standards.

b) Data Controller and Contact

The Data Controller for your data within the meaning of data protection law is:
Everllence Malaysia Sdn. Bhd.

For general questions regarding data protection or to exercise your rights, please contact:
Group Data Protection
dataprotection@everllence.com

2. Collection and Processing of Personal Data

a) Data Sources and Personal Data that we Collect

Your personal data is generally collected directly from you as part of the recruitment process (application forms, CVs, interviews). In addition, Everllence may receive data from third parties such as recruitment agencies, references supplied by former employers or social platforms such as LinkedIn.

We may process the following categories of personal data:

- Contact data (name, surname, email address, phone number, address)
- CV (details of your qualifications, skills, experience and employment history)
- Nationality and entitlement to work in the country you're applying to
- If applicable, candidate picture
- If applicable, driving license information
- If applicable and where permitted by law, information regarding character or behavior (personality test)
- If applicable and where permitted by law, equal opportunities monitoring information
- If applicable and where permitted by law, information from criminal record checks

If we make a final offer, we may also process the following:

- Bank account information
- Emergency contact details
- If applicable and where permitted by law, health information (medical examination)

b) Purpose and Lawful Basis for Processing

The purpose for processing your data by Everllence is to assess your suitability for a role you have applied for and to help us develop and improve our recruitment process. We will use your application data exclusively for the selection process for the job position you have applied to or other job opportunities if you have specifically consented to it.



The lawful basis for the processing is to perform a contract or to take steps at your request, before entering a contract. In some cases the Data Controller may also rely on its legitimate interest or your consent for specific processes during the recruitment process.

c) Pre-Employment Screening for all new hires

Everllence performs background checks as part of the recruitment process in order to satisfy the highest possible compliance and integrity standards in its business activities. Everllence must ensure that potential personnel perform their tasks in accordance with high ethical standards and warrant to observe the company's corporate principles in order to minimize legal risks and prevent damage to the company's reputation.

Processing your personal data is necessary for the purpose of establishing an employment relationship with you. Everllence has a legitimate interest to hire candidates who have integrity and act on the basis of valid law. This is ensured by validating the information that you provide to us before you're offered a contract of employment.

Pre-employment screening involves verifying your personal details (surname, forename, date of birth, address), presenting your original identity card or a comparable document proving your identity, and submitting your original certificates (certificate relating to the highest level of education or, exceptionally, an officially certified copy in paper form).

It is also verified whether you have already worked for Everllence and - limited to this case and in compliance with data protection regulations - whether you seriously committed any infringements of legal and official regulations or Group regulations during the period of employment. For this purpose, personal data are retrieved in the existing personnel file for the last three years, in the whistleblower system (restricted to Everllence) and in the security database of Group Security.

A comparison is also made with a publicly accessible financial sanctions list according to the valid EU Resolution No. 881/2002. In addition, a matching with the Plea-Monitor list and the SAM database is carried out in order to identify any involvement in so called reportable facts.

Plea-Monitor list contains the name of persons who have worked or are working for the Volkswagen Group in connection with the diesel issue as for example consultants or attorneys at law. For compliance reasons, these candidates may not be hired under certain conditions as employees of Everllence.

The SAM database of the US authorities contains the name of persons who are only permitted to work for Everllence as employees under certain criteria.

Pre-employment screening for all new hires is carried out by each responsible HR Department and also, if necessary, by Group Security. Only a restricted group of persons internally is authorized to access your data and ensures compliance with the undermentioned erasure period.

In the event of unusual findings during the background check, the results are discussed in a committee whose members includes a representative from HR Compliance, the manager in the responsible HR Department, the manager in the recruiting department and the Works Council (if applicable). The results of the discussion are documented and entered in the personnel file.

In the case of new hires, all information collected relating to the background check is included in the personnel file where it will be kept according to the retention periods for relevant personnel records and data. Data won't be processed for any other purpose.

All the information collected relating to the background check will be erased for all non-successful external candidates after six months.

Data must be provided to conclude a contract.



d) Storage and Deletion of Personal Data

In case you are not hired your data will be deleted after the application process is closed. In case you are hired, the data of the application will be transferred to your personal file and deleted after the termination of your working contract. All retention periods are subject to the national legislations of Malaysia. For more information, please contact the HR department.

3. Your Rights

Please note that participation in the Everllence application process is not possible without your personal data being processed. Under certain circumstances you have the following rights:

- the right to be informed about the data that relates to you
- the right of access to your data
- the right to correct your data
- the right of access to personal data
- the right to withdraw consent to the processing of personal data if the processing is based on your consent
- the right to prevent processing likely to cause damage or distress
- the right to portability

To exercise your rights, please contact us on dataprotection@everllence.com.

In the event you would like to lodge a complaint, you have the option to contact the data protection regulator in Malaysia.

4. Reservations

Everllence may update this Data Privacy Notice at any time subject to data protection law. You can find the latest version on our website or by contacting Group Data Protection or the HR Department.

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