

Employee privacy statement

H&M considers the protection of personal data very important and we want to be open and transparent about the way in which we process your personal data.

That is why we have a policy that determines how your personal data will be processed and protected.

This Privacy Statement applies to all employees and internal consultants, as well as family members. When you provide information to H&M in connection with your family members, you are responsible for passing this information on.

Who is the controller?

The company, H & M HENNES & MAURITZ BELGIUM SA (“H&M”), STREET PRINSENSES 8-10 1000 BRUSSELS, is the controller of this personal data in accordance with the applicable law on the protection of personal data.

Where do we store your data?

The information we collect about you is stored in the European Economic Area (“EEA”), but may also be transferred to and processed in a country outside the EEA. When your personal data is transferred, this is done in accordance with applicable laws.

When transferring to a country outside the EEA, H&M respects the standard contractual clauses and the Privacy Shield as a precautionary measure for countries without a decision of the European Commission on competence.

Who has access to your personal data?

Your data may be shared within the H&M Group (details on the companies that are part of the H&M Group can be found in our annual report available at about.hm.com).

We will never pass on, sell or exchange your information with third parties outside the H&M Group for marketing purposes. Data that is forwarded to third parties will only be used to provide you with our services. You can see which categories of third parties this concerns under each specific processing below.

What rights do you have?

Right of access:

You always have the right to request information about the personal data we hold about you. You can contact H&M who will provide you with your personal data via email and physical letters.

Right to portability:

Whenever H&M processes your personal data by automated means and with your consent or on the basis of an agreement, you have the right to receive a copy of your data in a structured, commonly used

and computer-readable format that will be transmitted to you or to another party. This only includes the personal data that you have provided to us.

Right to rectification:

You have the right to request rectification of your personal data if it is not correct, and you also have the right to have incomplete personal data completed.

Right to deletion:

You have the right to have any personal data processed by H&M deleted, except in the following situations:

- to exercise the right to freedom of expression and information
- to comply with a legal obligation
- for the establishment, execution or defense of a legal claim

You have the right to object to processing based on a legitimate interest:

You have the right to object to the processing of your personal data if it is based on H&M's legitimate interest. H&M will then no longer process your personal data, unless we can demonstrate that there is a valid reason for the processing that overrides your interests and rights or because of a legal claim.

Right to restriction:

You have the right to request that H&M restrict the processing of your personal data in the following circumstances:

- if you object to the processing of your data based on H&M's legitimate interest, H&M will restrict any processing of such data pending the verification of the legitimate interest.
- if you indicate that your personal data is incorrect, H&M must restrict any processing of such data pending verification of the accuracy of the personal data.
- if the processing is unlawful, you can object to the erasure of personal data and instead demand the restriction of the use of your personal data.
- when H&M no longer needs the personal data, but it is required for you to defend legal claims.

How can you assert your rights?

We take data protection very seriously and that is why we request that you submit a request regarding your rights mentioned above. You can submit your request in the following ways:

- Current staff and consultants in BELUX – email your request to: GDPRemployBELU@hm.com .
- Former staff and consultants, candidates/applicants, staff on leave or authorized absence – email your request to: GDPRemployBELU@hm.com .

Data Protection Officer:

We have a Data Protection Officer or Data Protection Officer to ensure that we continuously process your personal data in an open, accurate and lawful manner. You can contact our Data Protection Officer at:

- Current staff and consultants in BELUX – email your request to: GDPRemployBELU@hm.com .
- Former staff and consultants, candidates/applicants, staff on leave or authorized absence – email your request to: GDPRemployBELU@hm.com .

Right to lodge a complaint with a Supervisory Authority:

If you believe that H&M is processing your personal data incorrectly, you can contact us. If the answer does not meet your expectations, you also have the right to lodge a complaint with a Supervisory Authority.

Updates to our Privacy Policy:

We may need to update our Privacy Policy. We will inform you of any material change to the Privacy Policy, for example for what purpose we use your personal data, the identity of the Controller or your rights.

RECRUITMENT

Why do we process your personal data?

We will process your personal data in order to communicate with you and evaluate your profile in relation to current and/or future recruitment needs within the H&M Group. This processing may include screening, interviews, tests, checking references, as well as informing you about new jobs, based on your profile.

Even when you are offered a job, we will use your personal data to sign employment documents.

We may also process your personal data to keep you informed about future available jobs and upcoming events and for surveys.

What type of data do we process?

We will process the personal data provided to us by you or by a third party.

We will process the following categories when you send us your application, such as a CV and personal letter:

- contact details such as name, e-mail address, postal address and telephone number
- date of birth
- former employers and references
- recruitment documentation, such as notes on interviews and results on tests

H&M does not request sensitive personal information such as ethnic origin or race, political opinions, religious or philosophical beliefs, trade union membership, health or sexual orientation, so please do not include this information in your application or during your job interview.

Who has access to your personal data?

Data forwarded to third parties will only be used for the above purposes. Third parties may be recruitment agencies or providers of tests and/or surveys.

What is the legal basis for processing your personal data?

The legal basis for processing your personal data is based on your consent when you submit your application and personal data.

If you have applied outside of our recruitment system, the processing of your personal data will be based on H&M's legitimate interest.

Furthermore, we may process personal data to handle discrimination claims based on H&M's legitimate interest.

How long do we keep your data?

We will keep your data for 18 months after the date on which the data was last processed in our recruitment process or until you withdraw your consent.

Your right to withdraw your consent:

You have the right to withdraw your consent to the processing of your personal data at any time.

When you do this, H&M will no longer be able to proceed with the recruitment process, which is based on your consent.

You can withdraw your consent in the following ways:

- Delete your account on career at H&M (<http://career.hm.com/>)
- Or email your request to GDPRemployBELU@hm.com

Cookies

A cookie is a small text file containing data that a website (when a user visits it) wants to store on your device in order to remember information about you, such as your language preference or login information. These cookies are set by us and are called internal cookies. We also use third-party cookies. These are cookies from a different domain than where you are located. We use them for advertising and marketing purposes. In particular, we use cookies and other tracking technologies for the following purposes:

Strictly necessary cookies: always active

These cookies are necessary for our services and cannot be disabled. They are usually only placed with actions that you perform yourself, such as creating an account or saving a wish list. You can set your browser to block these cookies or to warn you first. However, this may result in some parts of the site not working. These cookies do not store any data that personally identifies you.

Strictly necessary cookies: always active		
Cookie subgroup	Cookies	Cookies used
hm.com	<u>_ga</u> , <u>_gid</u> , <u>_gat</u>	Straight away
career.hm.com	<u>OptanonAlertBoxClosed</u> , <u>ISESSIONID</u> , <u>NSC xxxxxxxxxxxxxxxxx</u> , <u>OptanonConsent</u> , <u>NSC WTFWSW-MC-DBSFES-IUUQ</u>	Straight away
<u>youtube.com</u>	YSC	Indirectly

Functional cookies

These cookies allow the website to function better and be more personalized. They may be posted by us or by third party providers whose services we have added to our pages. If you do not allow these cookies, it is possible that (some of) these services will not function properly.

Functional cookies		
Cookie subgroup	Cookies	Cookies used
career.hm.com	<u>__atuvc</u> , <u>__atuvs</u>	Straight away
<u>addthis.com</u>	uvc, ecstasy	Indirectly
<u>sZ.addthis.com</u>	<u>__atrfs</u> , <u>__atuvc</u> , <u>__atuvs</u>	Indirectly

Targeting cookies

These cookies may be placed through our site by our advertising partners to build a profile of your interests and show you relevant advertisements on other sites. They do not store data that can be directly traced to a person, but they can identify your browser and internet device. If you do not allow these cookies, you will see less targeted advertisements.

Targeting cookies

Cookie subgroup	Cookies	Cookies used
linkedin.com	AnalyticsSyncHistory, bcookie, lang, li_gc, lidc, UserMatchHistory	Indirectly
doubleclick.net	IDE, test_cookie	Indirectly
ads.linkedin.com	long	Indirectly
www.linkedin.com	bcookie	Indirectly