

**INFORMATION NOTICE**  
**CONCERNING THE PROCESSING OF PERSONAL DATA**  
**BY GARMIN (EUROPE) LTD.**

Effective Date: Monday 12 March 2018

This Information Notice concerning the processing of personal data is to inform you, as an employee or jobseeker at Garmin (Europe) Ltd., about the processing of your personal data. The data controller is Garmin (Europe) Ltd., Liberty House, Hounsdown Business Park, Southampton S040 9LR, United Kingdom.

## **Categories of Personal Data**

### **Candidates**

- Full name, date of birth, country of birth, citizenship, nationality, gender, telephone number, residential address, email address
- employment history, education and training history, qualifications, certifications, professional skills, experience (including any information provided to us in your résumé, curriculum vitae, job application, or during an interview), and psychometric profiling assessments

### **Legal Grounds for Processing**

The legal grounds for processing personal data of candidates are legitimate interests, which include evaluating whether the candidate is qualified for the position and verifying the candidate's experience and work history.

## **Purposes of Processing**

### **Candidates**

We use personal data of candidates for the following purposes:

- Evaluating whether you are qualified and a good fit for the position you are seeking
- Background checks to and verification of references and qualifications for potential new hires, to the extent permissible under applicable law

## **Transfer of Personal Data to Other Garmin Companies**

Garmin will take appropriate technical and organizational actions to protect the processing of the transferred personal data against accidental or unlawful destruction, loss, alteration, disclosure or unauthorized access, and any other form of illegal processing.

Only the personal data that is necessary to accomplish these purposes will be transferred to these Garmin entities in the USA and UK. These personal data include:

- Full name, national identification number; government issued identifiers; and internal employment identifiers
- Work contact information (such as work address/location, phone number, e-mail address, fax number, and cost center)
- Job title and description, date of hire, working status (regular employee or temporary employee), employment hours (full-time or part-time), details on role (such as working hours, working status, department), and any written agreements with Garmin
- Details on manager and team colleagues in an organizational chart
- Information on wage/salary and wage/salary category; bonuses; compensation; employee benefits; expenses;
- Information relating to payroll and compensation: current salary; proposed salary increases; equity grants including information concerning RSU grants and proposed RSU grants; reimbursements; ESPP deductions and shares purchased;
- Business travel and expense reporting information, corporate credit card information, and budget plans
- work history and performance information, including performance evaluations and ratings; merit increases and promotion(s); employee development completion, needs and plans; corrective actions; information concerning retirement, resignation, and other types of termination (including reason for termination);
- Compliance Hotline, and information gathered during internal investigations

To facilitate inter-company communication, Garmin publishes some employee personal data on an internal directory that is available to Garmin employees in Garmin's global offices, including your name, job title, department, supervisor, work phone number and e-mail address.

### **Candidates**

Garmin may transfer personal data of candidates to the following Garmin entities:

Garmin International, Inc. in Olathe, Kansas, USA under the Data Transfer Contract containing Standard Contractual Clauses; and Garmin affiliate offices in Europe

for the following purposes:

- Recruitment and selection

Only the personal data that is necessary to accomplish these purposes will be transferred to Garmin International, Inc. and Garmin affiliate offices in Europe:

This personal data includes:

- Full name, date of birth, country of birth, citizenship, nationality, gender, telephone number, residential address, email address
- employment history, education and training history, qualifications, certifications, professional skills, and experience (including any information provided to us in your résumé, curriculum vitae, job application, or during an interview)

## **Retention of Personal Data**

### **Candidates**

We will retain personal data of unsuccessful candidates for a maximum of 6 (six) months unless the candidate advises otherwise.

In the event that a candidate rejects an offer of employment with the company, the company will retain the candidate personal data for a maximum of 6 (six) months unless the candidate advises otherwise.

In case that the candidate becomes a Garmin employee the candidate personal data may be included with the employee personal data.

## **Your Rights**

You have the following rights in relation to the processing of your personal data:

- (i) the right to be informed about the processing of your personal data;
- (ii) the right to request access your personal data;
- (iii) the right to request the rectification or erasure of your personal data;
- (iv) the right to object to the processing of your personal data;
- (v) the right to request the portability of your personal data; and
- (vi) the right to lodge a complaint with a supervisory authority.

If you wish to exercise these rights or request access to the Data Transfer Agreement containing Standard Contractual Clauses, you may send a request to:

**Garmin (Europe) Ltd.**

**Attention:** Director of Human Resources, EMEA

**Address:** Liberty House, Hounsdown Business Park, Southampton S040 9LR

**Telephone number:** (+44) 23 8052 4000