

Based on applicable Data Protection Laws SAP is obliged to ensure that nothing more than those details which are essential may be collected and stored. In order for SAP to reduce duplicate record creation, create more individual profiles, and better track returning external workers and/or former employees as external workers, we are asking you to complete the following information for your SAP External Worker (or Profile Worker) record.

We want to verify any former relationship with SAP if one existed and data is still stored as permitted by law.

SAP is committed to protecting the personal data you share with us. SAP uses a combination of industry-standard security technologies, procedures, and organizational measures to help protect your personal data from unauthorized access, use or disclosure. SAP supports online security using secure server technology because we want your data to be safe. There are state-of-the-art security arrangements and facilities on SAP sites to prevent abuse. We bind our employees to observe your privacy and confidentiality rights.

Any data and information that you volunteer or that is otherwise collected during your engagement by SAP is stored in SAP owned and operated data centres located in Germany.

Collection and processing of such personal information will be treated in compliance with SAPs Privacy Statement, the German Federal Data Protection Act (Bundesdatenschutzgesetz), and other applicable legislation.

This data will be accessible and maintained only by limited users who are authorized to create and maintain External Worker or Profile Worker records. This information and this document will be attached to your individual record in SAP's Fieldglass System.

You are entitled to request updates, correction, deletion or locking of your personal data at any time, if not otherwise regulated by law. Please contact the External Workforce Centre (SAP_External_Workforce_Center@sap.com) for any concerns regarding your personal information.

I confirm, by filling out this questionnaire, that I have given SAP permission to collect this information.

Personal email address _____

Have you previously worked for SAP as an employee? YES ☐ NO ☐

If YES, please list your last known I/D number

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Have you previously been engaged as a C-User for SAP? YES ☐ NO ☐

If YES, please list your last know C Number and Security ID:

Previous C-user ID:

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Previous Security ID:

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If you do not remember your previous C Number, then please list the name you were known as in your previous engagement with SAP below.

FIRST NAME:

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LAST NAME:

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KNOWN-AS OR NICKNAME:

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Please create a Security ID

FFMMDDZZZZ where:

FF: First 2 characters of First Name

MMDD: 2 digit birth month followed by 2 digit birth day

ZZZZ: Last four digits of Govt. issued ID, if no Govt. ID then last 4 digits of the passport

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Signature: _____ Print Name: _____ Date: _____

Confidential

Version Control Details [here](#)

