

Data Privacy Notice for Applicants

(Updated: 16 May 2018)

We are glad that you are interested in our company and that you have applied or are applying for a position to work together with us. In the following, we would like to provide you with information about how your personal data is processed in the context of your application.

Who is responsible for data protection?

The responsible entity in terms of data protection law is:

GBA Gesellschaft
Goldtschmidtstraße 5
21073 Hamburg

You can find further information about our company, authorized representatives, as well as other contacts on our website: <https://www.gba-group.de/en/disclosure/>

Which of your data do we process and for what purposes?

We process the data that you sent us in the context of your application in order to check your suitability for the position (or, where applicable, for other open positions in our company) as well as to carry out the application process.

What is the legal basis for this?

The legal basis for the processing of personal data in the application process is primarily § 26 of the German Federal Data Protection Act in the version that is valid as of May 25th, 2018. According to this law, it is permitted to process data that is necessary in the context of making a decision concerning a position of employment.

If, after the application process is completed, the data is required for a legal proceedings, then data processing may occur upon the legal basis of the conditions stated in Article 6 of the GDPR, in particular for the purposes of legitimate interests as per Article 6, paragraph 1, letter f of the GDPR. Our interests then consist of the assertion of or defense against legal claims.

How long is the data saved?

If an application is declined, the data from the applicant is deleted after 6 months. If you consent to having your personal data saved beyond this point, we will store your data in our pool of applicants. The data will then be erased after one year has passed.

If, in the context of the application process, you receive a position at our company, the data will be transferred from our applicant data system to our employee database.

Who will receive the data that is transferred?

We use a specialized software provider for the application process. This company acts as a service provider for us, thus in the context of system maintenance, they could also gain knowledge of your personal data under certain circumstances. This supplier has signed an order-processing contract with us, which ensures that the data processing occurs in a permissible way.

Your applicant data will be viewed by the Human Resources department after your application is received. Suitable applications are then forwarded internally to the relevant department managers for

the open position. The subsequent procedure will then be determined. Fundamentally, inside the company, only those who require your data in order to conduct the application process properly have access to it.

If necessary, we forward your data to the following recipients:

- Companies of the GBA Group as well as internal departments that are assigned with processing your application,
- Tax agencies, auditors, and other agencies, if we are convinced in good faith that we are required by law or other provisions to forward this data,
- External suppliers as well as providers of external IT services and storage providers, if there is a corresponding processing agreement on hand (or a similar form of protection).

Where is the data processed?

The data is processed exclusively in data centers in Germany.

Applying online using our application portal

When applying using our online application tool, you have the opportunity to import your data from professional networks. In order to do so, you must log in there with your individual account. Only then does the data transfer occur. For more information on this, please refer to the notices on our application portal.

Your rights as a “data subject”

You have the right to disclosure concerning the personal data that we process related to you. If the request for access is not provided in written form, we ask for your understanding that we may request proof of identification to ensure that you are the person that you are reporting to be. Furthermore, you have a right to have the data corrected or erased or to limit the processing thereof, insofar as this legally appertains to you. In addition, you have a right to object to the processing of your data even within the context of the legal regulations. The same is valid for the right of portability. You have the right to file a complaint with a monitoring agency for data privacy about the way your personal data is processed by us.

Our Data Protection Officer

For further information pertaining to the way the GBA Group handles personal data, the individuals responsible for data protection and the external data protection officer are available to assist you ([https:// https://www.gba-group.de/en/about-us/data-privacy/](https://www.gba-group.de/en/about-us/data-privacy/)).