

## **Data protection for applicants**

### **Scope and Purpose of Data Collection**

If you submit an application to us, we process your associated personal data (e.g., contact and communication details, application documents, notes from interviews, etc.) to the extent necessary to make a decision about establishing an employment relationship. The legal basis for this is Art. 88 GDPR in conjunction with § 26 para. 1 sentence 1 BDSG (new), insofar as it concerns information that we request from you during the application process (name, contact details, date of birth, details about your professional qualifications and education, or details about professional training). If you voluntarily provide us with additional information, we process this based on your consent (Art. 6 para. 1 lit. a GDPR). Consent can be revoked at any time. Your personal data will only be shared within our company with individuals involved in processing your application.

Furthermore, we may process personal data about you to the extent necessary to defend against legal claims asserted against us from the application process. The legal basis for this is Art. 6 para. 1 lit. f GDPR, where the legitimate interest is, for example, the burden of proof in a procedure under the General Equal Treatment Act (AGG).

If the application is successful, the data you submitted will be stored in our data processing systems for the purpose of implementing the employment relationship based on § 26 BDSG (new) and Art. 6 para. 1 lit. b GDPR.

### **What Categories of Personal Data Do We Process?**

We process data related to your application. This includes general information about you (such as name, address, and contact details, date of birth), details about your professional qualifications and education, or details about your professional training. Additionally, we process any application photos you may have provided.

### **What Categories of Recipients of Personal Data Exist?**

Your personal data will not be transferred to third parties for purposes other than those listed below. We only share your personal data collected during the application process with third parties if:

- You have given your explicit consent for this under Art. 6 para. 1 sentence 1 lit. a GDPR, § 26 BDSG (new)
- The transfer is necessary under Art. 6 para. 1 sentence 1 lit. f GDPR for the assertion, exercise, or defense of legal claims, and there is no reason to assume that you have an overriding legitimate interest in the non-disclosure of your data

- There is a legal obligation for the transfer under Art. 6 para. 1 sentence 1 lit. c GDPR, and
- This is legally permissible and necessary under Art. 6 para. 1 sentence 1 lit. b GDPR, § 26 para. 1 sentence 1 BDSG (new) for establishing or processing contractual relationships with you.

Furthermore, your data will be shared based on Art. 28 GDPR with technical service providers who process your data exclusively on our behalf and never for their own business purposes. To ensure data processing complies with data protection regulations, we have entered into a data processing agreement with these providers. Technical service providers include IT service providers, hosting providers, or providers of applicant management systems.

Transfers of your data to third countries outside the EU or the European Economic Area are not planned. The hosting server is located in Germany.

### **Retention Period of Data**

If we cannot offer you a position, you reject a job offer, withdraw your application, revoke your consent to data processing, or request the deletion of your data, the data you have submitted, including any remaining physical application documents, will be stored or retained for a maximum of 6 months after the conclusion of the application process (retention period) to be able to trace the details of the application process in case of discrepancies (Art. 6 para. 1 lit. f GDPR).

If you have given us your consent for a longer retention period, we will include you in our talent pool. Your application will then be stored for up to one year and automatically deleted afterward. Of course, you can revoke this consent at any time using the contact details provided in the imprint.

### **Is the Provision of Personal Data Required?**

The provision of personal data is neither legally nor contractually required, nor are you obligated to provide us with your personal data. However, providing personal data is necessary to conclude an employment contract with us. This means that if you do not provide us with personal data during an application, we cannot and will not enter into an employment relationship with you.

### **Is Automated Decision-Making Used?**

No automated decision-making as defined by Art. 22 GDPR takes place, meaning we personally evaluate your application.

### **Changes to This Privacy Notice**

This privacy notice for applications was created on 10.02.2020. We reserve the right to change this privacy notice at any time with effect for the future. The current version is

directly accessible via our website. Please regularly inform yourself about the applicable privacy notices.

**Status: April 2026**