

# **Information on the collection and processing of your personal data in connection with the implementation of the application/ recruitment process**

## **-Applicants-**

The following information provides an overview of the collection and processing of your personal data in connection with the implementation of the application/ recruitment process. Which data we process from you and for what purpose this is done depends on the design of the respective application/ recruitment process.

### **Which of your personal data do we use?**

We process your personal data insofar as this is necessary to carry out the application/ recruitment process.

This includes the following categories of data:

- Identification data, including first and last name;
- Contact information, including home address, phone/mobile/fax number, e-mail address;
- Gender, date of birth, citizenship;
- Data related to your responses to screening questions (if conducted);
- Background check information (if performed);
- Information on previous employers, including date of hire, job title, department and division, work location, hours worked (full/part-time), preferred work style data, and skills;
- Resume, including education, work experience and references;
- Certain health information (only if required by law);
- Notes taken in connection with your interview;
- Evaluation results.

### **For what purposes do we process your data and on what legal basis?**

#### **a) Data processing for purposes of the employment relationship (section 26 (1) of the German Federal Data Protection Act (BDSG))**

Personal data of employees may be processed for purposes of the employment relationship if this is necessary for the decision on the establishment of an employment relationship. For the purpose of uncovering criminal offenses, personal data of employees may only be processed if factual indications that need to be documented justify the suspicion that the data subject has committed a criminal offense in the employment relationship. Furthermore, personal data of employees may only be processed if the processing is necessary for detection and the legitimate interest of the employee does not outweigh the exclusion of the processing. In particular, the nature and extent of the processing must not be disproportionate to the reason.

The following processing activities are necessary to carry out the application/ recruitment process:

Receiving and processing applications by e-mail, pre-selection for the departments, contacting for the purpose of arranging and conducting interviews, contacting for the purpose of communicating acceptance/ rejection.

**b) Based on your consent (Art. 6 (1) a of the General Data Protection Regulation (GDPR), section 26 (2) of the German Federal Data Protection Act (BDSG).**

If you have given us your consent to collect, process or transmit certain personal data, then this consent forms the legal basis for the processing of this data.

You can revoke your declaration of consent at any time. This also applies to consents given to us before May 25, 2018. A declared revocation does not affect the lawfulness of the processing carried out until the declaration of revocation.

**c) To fulfill legal obligations (Art. 6 (1) c GDPR) or in the public interest (Art. 6 (1) e GDPR).**

As a company, we are subject to various legal obligations. Processing of personal data may be necessary to fulfill these obligations.

**d) On the basis of a legitimate interest (Art. 6 (1) f GDPR)**

In certain cases, we process your data to protect our legitimate interest.

Examples of data processing based on legitimate interest are:

- Measures for building and plant safety
- Video surveillance for safeguarding the right to determine who shall be allowed or denied access to premises

**Who receives my data?**

In order to carry out the application/ recruitment process, internal departments, as well as external service providers, receive access to your personal data.

**a) Internal departments:**

- Human Resources
- Accounting
- Potential supervisor (respective department)

**b) External service providers:**

- IT services (data center)
- Advisors and consultants
- Maintenance service provider of the personnel management system

If you have further questions about any of the recipients, please contact us at: [karriere@allplan.com](mailto:karriere@allplan.com)

**Will my data be transferred to countries outside the European Union (so-called third countries)?**

Data will not be transferred to a country outside the European Union (so-called third country).

**How long will my data be stored?**

We store your personal data for as long as it is required to carry out the application/ recruitment process and to fulfill legal obligations.

If storing the data is no longer necessary to carry out the application/ recruitment process or to fulfill legal obligations, your data will be deleted unless its further processing is necessary for the following purposes:

- Fulfillment of retention obligations under commercial and tax law
- Preservation of evidence within the scope of the statutory limitation provisions

### **What rights do I have in connection with the processing of my data?**

Every data subject has the right to information under Article 15 of the GDPR, the right to rectification under Article 16 of the GDPR, the right to erasure ('right to be forgotten') under Article 17 of the GDPR, the right to restriction of processing under Article 18 of the GDPR, the right to object under Article 21 of the GDPR and the right to data portability under Article 20 of the GDPR. With regard to the right to information and the right to erasure, the restrictions pursuant to sections 34 and 35 BDSG apply.

In addition, you have the right to lodge a complaint with a competent data protection supervisory authority (Art. 77 GDPR in conjunction with section 19 BDSG).

### **Am I obligated to provide my personal data?**

To enter into an application/ recruitment process, you must provide us with the personal data that is required to carry out the application/ recruitment process or that we are required to collect by law. If you do not provide us with this data, then it will not be possible for us to carry out the application/ recruitment process.

### **What right do I have in case of data processing based on legitimate or public interest?**

Pursuant to Article 21 (1) GDPR, you have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Article 6 (1) (e) (data processing in the public interest) or on the basis of Article 6 (1) (f) (data processing for the purposes of safeguarding a legitimate interest); this also applies to profiling based on this provision.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the purpose of asserting, exercising or defending legal claims.

### **Company responsible:**

ALLPLAN GmbH  
Konrad-Zuse-Platz 1  
81829 Munich  
represented by the CEO Dr. Detlef Schneider

### **You can reach our data protection officer at:**

intersoft consulting services AG  
Marsstraße 37  
D-80335 Munich, Germany  
Get in touch by e-mail: [datenschutzbeauftragter@allplan.com](mailto:datenschutzbeauftragter@allplan.com)