

Management Board

Matthias Spott
Michael Oxford
Min Lou
Shawn Shey

Information on data protection in the case of applications submitted by email:

You are applying for a position at KLEO Connect GmbH. Unless you have expressly consented to the further processing of your application and the personal data contained therein, it will be processed by KLEO Connect GmbH exclusively for the purposes of carrying out the application procedure for the position you have applied for. To conduct the selection interviews and support the application procedure, the data contained in the application will be processed by BS Bettina Schaaf Karriere & Personalberatung, Zacherlweg 10, D - 82054 Sauerlach, beratung@bettina-schaaf.com

Ms. Schaaf is contractually bound to maintain confidentiality and will process your application exclusively for the above purpose. Your application will be uploaded to and stored on the German Microsoft Office 365 cloud infrastructure governed by a controller-processor agreement compliant with both German Federal Data Protection Act and the GDPR.

Your data will not be transmitted to any other third parties. If you are not offered the position for which you have applied or if you withdraw your application, the application will be deleted, together with any personal data that has been collected, no later than six months after you have been informed of your unsuccessful application or you have informed us of the withdrawal of your application. The legal basis for the above-mentioned processing is Sec. 26 (1) first sentence, (8) second sentence German Federal Data Protection Act.

As far as the information according to Art. 13 (1) a), b), (2) b), d) GDPR is concerned, we refer to the data protection policy at <https://www.kleo-connect.com/privacy>. Your data will not be transmitted to a country outside the EU / EEA or to an international organisation.

Important information regarding your application

You can submit your application without providing information on racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, or data concerning your health, sex life or sexual orientation (special categories of personal data within the meaning of Art. 9 GDPR), without this having any effect on your chances in the application procedure. Should you provide such information (e.g. marital status which gives information on sex life or sexual orientation; health information; a photograph which allows conclusions to be drawn as to ethnic origin or, where applicable, eyesight and/or religion; similar sensitive data within the meaning of Art. 9 GDPR), your application in this form can only be taken into account after you have submitted a corresponding declaration of consent (see separate declaration).

I, _____ (first name, surname), **born on** _____ ,
residing at _____ (address),

**hereby give the following declaration(s) of consent to
KLEO Connect GmbH, Am Buchenhang 3, 82031 Grünwald**

Management Board
Matthias Spott
Michael Oxfort
Min Lou
Shawn Shey

Consent to process special categories of data

My application to KLEO Connect GmbH contains special categories of personal data (e.g. marital status which could provide information concerning my sex life or my sexual orientation; information concerning my health; a photograph which allows conclusions to be drawn as to my ethnic origin or, where applicable, my eyesight and/or religion; similar sensitive data within the meaning of Art. 9 GDPR). As a consequence, my consent is required for the application to be processed in its present form.

I agree that KLEO Connect GmbH may process the special categories of personal data which are contained in my application and the enclosed documents, for the purpose of carrying out the application procedure. The purpose of this consent is exclusively to allow the application to be considered in its present form at all. The information will not be taken into account in the application procedure, unless there is a legal obligation to do so - in particular in the case of severely disabled persons. My data will be transmitted to BS Bettina Schaaf Karriere & Personalberatung, Zacherlweg 10, D - 82054 Sauerlach (beratung@bettina-schaaf.com), for the purpose of conducting the selection interviews and providing support in the application procedure. Ms. Schaaf is contractually bound to maintain confidentiality and will process the application exclusively for the above purpose. The data will not be transmitted to any other third parties.

I am not obliged to grant this consent and can instead submit an application with the special categories of personal data removed, without this having any effect on my chances in the application procedure. I can refuse to grant my consent without giving reasons and can revoke any consent granted at any time. If consent is revoked, the data covered by my consent will be deleted without undue delay. If consent is not granted or revoked, my already submitted application can, however, not be considered in the present form.

Declaration of consent to store applicant data

Should my application not be successful, I hereby consent to KLEO Connect GmbH storing the personal data I have provided in the course of the entire application procedure (e.g. in letters, my CV, references, applicant questionnaires, applicant interviews) beyond the end of the specific application procedure. I hereby consent to KLEO Connect GmbH using this data to contact me at a later date and resume the application procedure should I be potentially suitable for a different position. To the extent that I have provided in my application letter or any other document submitted by me in the application procedure "special categories of personal data" according to Art. 9 GDPR (e.g. a photograph from which ethnic origin can be identified, information regarding severely handicapped status, etc.), my consent also applies to this data.

This consent is voluntary and has no effect on my chances in the present application procedure. I can refuse to grant it without giving reasons and without fearing unfavourable consequences. I can revoke my consent at any time, and if I do so my data will be deleted without undue delay once the application procedure has ended.

place & date

signature