

## Information on data protection regarding the processing of personal data in application procedures

You are applying for a position at KLEO Connect GmbH ("we" or "us"). In the following we inform you about the processing of your personal data in the context of the application procedure. Personal data is all data that is personally related to you or can be obtained, e.g. Name, address, e-mail address, information from applications, etc.

### 1. Name and address of the Controller

Controller for the purposes of the General Data Protection Regulation (GDPR), other data protection laws applicable in Member states of the European Union and other provisions related to data protection is:

KLEO Connect GmbH, Ludwigstr. 6, 80539 Munich, Germany (phone: +49 89 2870 095-00; email: [info@kleo-connect.com](mailto:info@kleo-connect.com))

### 2. Contact details of the data protection officer

You can contact our data protection officer at [deiters@bho-consulting.com](mailto:deiters@bho-consulting.com) or our postal address with the addition "Datenschutzbeauftragter". You can contact our data protection officer directly at any time if you have any questions or suggestions regarding data protection.

### 3. Data collection and processing

As part of the application process, we process the information you provide in your application documents, which regularly contain the following data:

- Name
- Contact data (especially address, telephone number, email)
- Cover letter, curriculum vitae
- Your specified qualifications, previous activities, certificates, etc.

If you provide us with information beyond the application documents within the scope of further communication, such as telephone calls, e-mails and selection interviews, we will also process this information.

**Please note:** *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.*

### 4. Purpose of data processing

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.

## **5. Transfer of personal data to third parties and/or outside the EU/EEA or to an international organisation**

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. Especially, your data will not be transmitted to a country outside the EU/EEA or to an international organisation.

## **6. Retention period of application data**

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.

Should the further storage be necessary for the purpose of the production of evidence (e.g. in court proceedings), the data will be processed for this purpose beyond the aforementioned period and deleted after the purpose has ceased.

If statutory provisions prevent a deletion, the data will be processed exclusively to fulfil the statutory obligation, processing for further purposes will not take place.

## **7. Storage and processing for future job advertisements with corresponding consent**

If we are unable to offer you a job that is currently vacant, but are of the opinion based on your profile that your application may be of interest for future vacancies, we will only store and process your personal application data if you expressly consent to such storage and use in writing in a separate declaration, which we will send you in such a case.

## **8. Legal basis for data processing**

If you apply for a position, the legal basis for the above-mentioned processing of your applicant data as part of the application procedure is Art. 6 Para. 1 Sentence 1 lit. b DSGVO in conjunction with Section 26 Para. 1 Sentence 1, Para. 8 Sentence 2 BDSG.

If you are applying for a position as a freelancer, the legal basis for the above-mentioned processing of your applicant data as part of the application procedure is Article 6 paragraph 1 sentence 1 lit. b DSGVO.

If you expressly consent to the storage and use of your data for future job advertisements, the legal basis for the processing going beyond the specific application procedure is Article 6 para. 1 sentence 1 lit. a DSGVO.

## **9. Your rights**

You have the following rights against us with regard to your personal data:

- Right of access (Art. 15 DSGVO),
- Right to rectification (Art. 16 DSGVO) or erasure (Art. 17 DSGVO),
- Right to restriction of processing (Art. 18 DSGVO),
- Right to object to the processing (Art. 21 DSGVO),
- Right to data portability (Art. 20 DSGVO).

You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us.