

## PRIVACY POLICY FOR APPLICANTS

The protection of your personal data is a special concern to us, Commsolid GmbH, Am Brauhaus 12, 01099 Dresden, Germany (hereinafter referred to as “we”, “us” or “our”). We keep confidential your personal data transmitted by you during the application process by e-mail or post and process it in accordance with data protection regulations, in particular the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016; “GDPR”) and the German Federal Data Protection Act (*Bundesdatenschutzgesetz*), as well as this Privacy Policy. This Privacy Policy informs you in detail which of your personal data we collect during the application process, how the data is used and which control and information rights you may be entitled to.

### 1. Definitions

- **Personal Data** means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more specific factors.
- **Process or Processing** means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

### 2. Data Controller

Data controller for the application process and related data Processing pursuant to Art. 4 no. 7 GDPR is

Commsolid GmbH, Am Brauhaus 12, 01099 Dresden, Germany,

telephone: +49 351 219 48 800,

e-mail: [jobs@commsolid.com](mailto:jobs@commsolid.com).

### **3. Data Protection Officer**

Our data protection officer can be reached at  
e-mail: [datenschutzbeauftragter@commsolid.com](mailto:datenschutzbeauftragter@commsolid.com).

### **4. Processing of your Data within the Application Process**

- 4.1 When you apply for a job with us and send us your application documents, we Process your personal details and contact information (such as your name, your e-mail address, your date of birth, your postal address, your telephone number and your passport number), the documents you sent us (such as curriculum vitae, certificates, cover letter, including your personal details and qualifications contained therein), additional details and information you provided (such as desired start date and employment, salary expectations, your termination period or your motivation why you would like to work with us) as well as our notes from interviews with you.

The Processing is carried out for the purposes of processing your application, including the preparation and conduct of interviews, recruitment tests and the evaluation of results and where otherwise required as part of the application process. We will contact you during the application process in order to inform you about the progress of your application or to invite you to an interview or a recruitment test. As part of the application process, your documents will first be Processed by the management/personnel department. If you are suitably qualified, your Personal Data and documents will be forwarded to the responsible specialist department.

- 4.2 The legal basis for the Processing according to Section 4.1 is Section 26 para. 1 sentence 1 of the German Federal Data Protection Act (*Bundesdatenschutzgesetz*). The Processing is necessary for entering into a possible employment relationship.

### **5. Processing of your Personal Data when Using our Website**

Information on which data is transmitted from your internet-browser to our servers when you access our website and for what purposes we Process this data as well as information on the cookies used on our website can be found in our Website Privacy Policy (<https://commsolid.com/hinweise-zum-datenschutz/>).

## **6. Sharing of Personal Data with Third Parties**

- 6.1 We may disclose your data (certificates, curriculum vitae, draft employment contract) in anonymous form to our affiliated group companies (throughout Europe- and worldwide).
- 6.2 In compliance with applicable data protection provisions, we may use third-party data processors (Article 28 GDPR) acting on our behalf and providing services in connection with your application (e.g. IT service providers) and may disclose your Personal Data to such external processors. The data transfer is always based on data processing agreements. Our data processors will only use your Personal Data to the extent necessary to perform their specific tasks. They are contractually obliged to Process your Personal Data only on our behalf and in accordance with our instructions.

Insofar as such third-party data processors are located outside the European Union or the European Economic Area, they are either located in third countries, for which there is an adequacy decision from the European Commission, or an adequate level of protection is guaranteed by standard data protection clauses issued by the European Commission, which we entered into with the respective third-party data processor.

- 6.3 In case we are legally authorised or obliged (for instance due to applicable law or a judicial or an official order), we may disclose your Personal Data.

## **7. Data Security**

We have appropriate, modern security measures in place to protect your Personal Data from loss, misuse and alteration. Our security policies and privacy policies are regularly reviewed and improved if necessary. In addition, only authorized employees have access to Personal Data. Although we cannot warrant or guarantee that Personal Data will never be lost, misused, or altered, we will do everything in our power to prevent this.

Please note that data transmission via the internet can involve security gaps. We cannot guarantee the security of the data transmitted to us by e-mail during the transmission over the internet. This happens at your own risk.

## **8. Storage of Your Personal Data**

After completion of the application process, your Personal Data will generally be deleted after six months, unless you have consented that we are allowed to store your data for a longer period of time and to inform you about suitable job offers in the future (Article 6 para. 1 lit. a GDPR) or unless longer storage is required or justified by law. If you accept an employment offer from us, your application documents will be included in the personnel file. In this case you will find more information in our Privacy Policy for Employees.

## **9. Your Rights under the GDPR**

In particular, but without limitation, you may have the following rights under GDPR:

- **Right of access:** At any time, you have the right to obtain confirmation from us as to whether or not we Process Personal Data about you and, if so, you also have the right to obtain access to your Personal Data stored by us. To exercise this right you can contact us at any time using the contact details provided in Section 2.
- **Right to rectification of your Personal Data:** If we Process Personal Data about you, we endeavour to ensure by implementing suitable measures that the Personal Data is accurate and up-to-date for the purposes for which the Personal Data was collected. If the Personal Data about you is inaccurate or incomplete, you have the right to obtain the rectification of such data. To exercise this right you can contact us at any time using the contact details provided in Section 2.
- **Right to erasure of Personal Data or right to restriction of Processing:** You may have the right to obtain the erasure of your Personal Data or the restriction of Processing of your Personal Data. To exercise this right you can contact us at any time using the contact details provided in Section 2.
- **Right to data portability:** You may have the right to receive the Personal Data concerning you and which you have provided to us in a structured, commonly used and machine-readable format or to transmit those data to another controller. To exercise this right you can contact us at any time using the contact details provided in Section 2.

- **Right to object:** You have the right to object to the **Processing of your Personal Data at any time, if we Process your Personal Data in order to pursue our legitimate interest and if there are grounds relating to your particular situation. To exercise this right you can contact us at any time using the contact details provided in Section 2 or you can exercise your right to object as it is further specified in this Privacy Policy.**
- **Right to withdraw a consent:** As far as our Processing is based on a consent (pursuant to Art. 6 para. 1 lit. a GDPR), you may withdraw your consent at any time. The withdrawal of consent does not affect the lawfulness of Processing based on the consent before its withdrawal. To exercise this right you can contact us at any time using the contact details provided in Section 2.
- **Right to lodge a complaint with supervisory authority:** You have the right to lodge a complaint with a data protection supervisory authority located in the European Union.

#### **10. Amendments to this Privacy Policy**

We reserve the right to change this Privacy Policy in accordance with updates to our application process. Please visit our website regularly and check our current Privacy Policy for Applicants.

This Privacy Policy was last updated on 28.09.2021.