

Data Protection Notice

For job applicants at the tegos Group

1. Purpose of this notice

With this data protection notice, tegos GmbH (referred to as "we" or "tegos" in the following) would like to inform you about the data processing performed in connection with your job application process at tegos.

2. Contact data of the controller and the Data Protection Officer

<u>The controller responsible for processing is</u> tegos GmbH Oslostraße 2 44269 Dortmund Telephone: 0231 317760 Fax: 0231 31776199 E-mail: info@tegos.eu	<u>Our Data Protection Officer is:</u> Mr. Dominik Fünkner PROLIANCE GmbH Friedrichstr. 22 80801 Munich
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3. Which data is processed?

We process your personal data that we have collected directly from you. Personal data (referred to as "data" in the following) means any information relating to an identified or identifiable natural person, e.g. your name, address, telephone number or date of birth. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier.

4. Purpose of processing, legal basis and type of data

We only process your data for specific purposes in connection with the job application relationship with us. If your job application process leads to an employment relationship with tegos, you will receive another information sheet on the subject of data processing in connection with your employment relationship.

The data processing performed in connection with your job application process includes processing for the following purposes:

4.1 Initiation of the employment relationship

Data of yours is processed in connection with your job application process and the related administration of your personal data already at the time of initial contact in the job application or recruitment process.

Specifically, we process the following data in our system:

- *First and last name, date of birth;*
- *Education and professional experience, language skills, work permit if presented, and academic degree where applicable;*
- *Address, e-mail, telephone and mobile phone number;*
- *Civil status, information about your nationality, religious affiliation.*

We store the following data in our system:

- *Your job application documents;*
- *All certificates attached to the application;*
- *Photograph, where applicable.*

The legal basis for the processing of this data is set out in Section 26 (1) sentence 1 BDSG (German Federal Data Protection Act); Sections 2, 3 NachwG (Act on the Notification of Conditions Governing an Employment Relationship); Section 11 BBiG (Vocational Training Act).

4.2 Assessments, decision on your job application, etc.

In connection with your job application process, we perform an assessment of whether we have a need for the position for which you have applied and we assess your professional and personal suitability for the position. In this connection, we also process the corresponding personal data.

Specifically, we collect and process the following data for this purpose:

- *Your job application documents;*
- *Assessments from any interviews with you;*
- *Notes and assessments from any assessment centers;*
- *Where applicable, a photograph of you.*

The legal basis for the processing of this data is Section 26 (1) sentence 1 BDSG.

4.3 Data security and data protection monitoring

We also process your data for purposes of data security and data protection monitoring to the extent that you come into contact with our company with data; this includes the implementation of the technical and organizational measures required by Art. 32 GDPR. The following data is processed:

- *Log data;*
- *Log-in data;*
- *Your IP address.*

The processing is based on Section 26 BDSG in conjunction with Art. 32 GDPR.

5. Recipients of data

We do not transmit your data to unauthorized third parties. To the extent that we are legally and contractually obligated to do so, we forward some of your data to entities that require the data to perform their tasks. These may particularly include public-sector entities.

If your personal data is processed by other persons or entities (external service providers) on our behalf, we ensure compliance with the provisions of data protection laws. We transmit your personal data to external service providers to the extent necessary particularly for IT services. They process the data under job processing agreements.

6. Transmission to third countries

No data is transmitted to recipients based in a third country that does not ensure a level of data protection commensurate with the EU standard.

7. Obligation to provide your data

In the case of some personal data that you share with us in connection with your employment relationship, the provision of this data is legally or contractually required or necessary for the proper performance of the job application relationship. You are therefore obligated to make this personal data available to us. Please note that if you do not provide this personal data to us, we cannot and/or will not employ you.

8. Duration of storage

We store your data for the duration of the employment relationship and until the expiration of the limitation period for any claims under the contractual relationship. Beyond this time, we generally do not store your data and we erase the data as soon as we no longer need it, as when (for example) your application is unsuccessful and does not lead to an employment relationship with us, except for one of the following reasons:

- There is a legal retention obligation under the German Tax Code (Section 147 AO), the Working Hours Act (Section 16 ArbeitszeitG) or the German Commercial Code (Section 257 HGB). These legally required retention periods may last from two to ten years.
- We store the data for the statutory limitation periods set out in Sections 195 ff. BGB (German Civil Code), 6 AAG (Expenditure Compensation Act), Section 61b ArbGG (Labor Court Act) in order to use it as evidence if necessary. The limitation period is usually three years, but can also last up to 30 years.

9. Rights of data subjects

You have the following rights with respect to the handling of your data:

- **Right of access:** You are entitled at all times within the scope of legal regulations to request information about your data processed by us, the purposes of processing, the duration of storage or the criteria for determining the duration of storage and the recipients of the data, among other things.
- **Rights to rectification, erasure, restriction of processing:** If your data processed by us is incorrect or incomplete or if the processing of data is impermissible,

our HR team will also gladly correct or supplement the data, restrict processing or erase the data to the legally permissible extent. Please promptly notify us of any changes.

- **Right to data portability:** If you have provided your data to us on the basis of your consent or by means of an automated procedure within the scope of a contractual relationship in effect with us, we will provide this data to you in a commonly used format at your request or – to the extent that this is technically possible – transmit this data to a third party designated by you. This does not apply if we process the data because we are legally obligated to process it.
- **Rights of objection:** Insofar as we process your data on the basis of a legitimate interest, you may object to this processing on grounds relating to your particular situation.
- **Revocation of consent:** You have the right at any time to revoke your consents granted to us with effect for the future. In this case, we will inform the recipients of the data of such revocation and refrain from processing the data for the purposes covered by your consent. We will store a record of your revocation for documentation purposes.
- **Right to lodge a complaint with the supervisory authority:** In accordance with Art. 77 GDPR, you have the right to lodge a complaint with the supervisory authority if you believe that the processing of your personal data is unlawful. The address for the supervisory authority with jurisdiction over us is as follows:

North Rhine-Westphalia State Commissioner for Data Protection and Information
Freedom
Kavalleriestr. 2-4
40213 Düsseldorf
Telephone: 0211/38424-0
Fax: 0211/38424-10
E-mail: poststelle@ldi.nrw.de

10. Automated decision making / profiling

Automated decision making or profiling is not done.