

Candidate management privacy policy according to Article 13, 14 General Data Protection Regulation (GDPR)

We process your personal data exclusively in the context of the statutory provisions. We process data which you have sent to us in connection with your application to assess your suitability for the role (or, if necessary, other positions available in our company) and to carry out the application process. This includes the following categories of personal data:

- (1) Contact details (First and last name, address)
- (2) Communication details (telephone number, mobile number, fax number, e-mail address, communication language)
- (3) Personal data (date of birth, place of birth, nationality, marital status, gender)
- (4) Personal details and details related to the job (preferred place of work and availability, salary expectations, willingness to relocate and travel, permit to work)
- (5) Qualification details (school-leaving qualification, training/study, knowledge of foreign languages and professional skills)
- (6) Details concerning the assessment and evaluation during the application process
- (7) Details concerning your career so far, CV, training and work references, proof of qualifications)
- (8) Application photograph
- (9) Application history (consent to data storage, registering in the candidate/talent pool)

A. Controller and data protection officer

The controller responsible for the processing of your personal data is

ATCP Management GmbH
Wittestr. 30, Haus F
13509 Berlin, Germany

You can contact our data protection officer at:

datenschutzbeauftragter@aroundtowncommercial.com

B. Purpose and legal bases of the personal data processing

The legal basis is primarily Section 26 Bundesdatenschutzgesetz [German Federal Data Protection Act] (BDSG) in its current version applicable since 25 May 2018 in connection with the following standards of the GDPR.

According to Section 26 BDSG, the processing of data is permitted where necessary for hiring decisions.

1. Data processing for the purpose of initiating or performing a contract (Article 6(1)(b) GDPR)

In candidate management, personal data is processed to initiate an employment contract. In relation to the aforementioned categories of personal data:

- (1) Personal contact
- (2) Candidate communication, contacting about suitable positions
- (3) Planned employment
- (4) Comparing the job requirements with the candidate's expectations
- (5) Comparing the job requirements with the candidate's expectations and skills
- (6) Comparing the job requirements with the candidate's expectations and skills, defending against complaints
- (6) Comparing the job requirements with the candidate's skills
- (7) Communicating with the candidate

2. Data processing on the basis of your consent (Article 6(1)(a) GDPR)

The processing of this data is lawful insofar as we have obtained your consent to the processing of your personal data for specific purposes. This shall subsequently apply to your written consent to registering your application documents in the candidate/talent pool for filling later job offers. All employees responsible for filling posts may access your personal data in the candidate/talent pool in order to contact you about job offers which match your candidate profile.

You may withdraw your consent at any time. This shall also apply for the withdrawal of consent which was granted before the application of the GDPR, before 25 May 2018. The withdrawal of consent shall have future effect and shall not affect the legality of the data processed until such withdrawal.

3. Data processing for the purposes of legitimate interests (Article 6(1)(f) GDPR)

Should data be necessary for prosecution after the application process has been completed, data may be processed on the basis of the requirements of Article 6 GDPR, especially in order to safeguard legitimate interests according to Article 6(1)(f) GDPR. Our interest then lies in the defence of claims.

C. Categories of recipients / Passing on personal data (Article 30(1)(2)(d) GDPR)

The HR department shall view your applicant data after we receive your application. Suitable applications shall then be forwarded internally to the responsible person for the relevant open position within the department. Then further processing shall be discussed. The employees who receive access to your data within our company are those who require it for the aforementioned purposes (see B. Purpose and legal bases of the personal data processing).

We may use external service providers to process your data. We have selected and engaged these service providers carefully; they are bound to our instructions and are regularly monitored (order processors according to Article 28 GDPR). This shall also apply to subcontractors of our external service providers.

D. Transmission of personal data to a third country

A transmission of data to third countries is not planned.

E. Storage period or erasure of personal data

We store your data for the aforementioned purposes (see B. Purpose and legal bases of the personal data processing). Your data shall be initially processed at the time of collection if you or a third party provides it to us. We delete your personal data six months after the application process has been completed. In the event that you have agreed to your personal data being stored for longer, we shall delete the data after the agreed period has expired.

F. Rights of data subjects / Your rights

For questions or complaints concerning data protection, you can contact our company and our data protection officer. You have a right of access according to Article 15 GDPR. Our contact details can be found in Point A of this privacy policy.

Your rights also include

- the right to rectification according to Article 16 GDPR,
- the right to erasure according to Article 17 GDPR,

- the right to restriction of processing according to Article 18 GDPR,
- the right to object according to Article 21 GDPR, and
- the right to data portability according to Article 35 GDPR.

You also have the option of contacting the competent supervisory authority.

Contact details of the competent supervisory authority:

Berliner Beauftragte für Datenschutz und die Informationsfreiheit [Berlin data protection and freedom of information officer]

Maja Smolczyk
Friedrichstr. 219
10969 Berlin

Tel.: +49 30 13889-0

Fax: +49 30 2155050

E-mail: mailbox@datenschutz-berlin.de

Right to withdraw consent

You can withdraw your consent at any time (see Point B. 2. Data processing on the basis of your consent).

G. Automated decision-making

No automated decision-making, including profiling, shall be carried out when establishing a contract.

H. Data sources

We process personal data which we receive from you in the context of your application. We also process personal data which we may lawfully obtain from the internet.

I. Revision clause

Our data processing and the laws are subject to amendments so we will adjust our privacy policy from time to time. We shall inform you of any amendments in a timely manner.

Updated 25 May 2018