

1 Introduction

As an applicant for a position in our company, we would like to provide you with information on the processing of your personal data in connection with the application process. The data processing information provided below is based on the provisions of Art. 13 (1) & (2) of the General Data Protection Regulation (GDPR).

2 Name and contact information of the data controller

The data controller within the meaning of the GDPR is:

AllUnity GmbH

Sandweg 94 (Building C)
60316 Frankfurt am Main

tel.: +49 (0) 69 944 123 59

e-mail: support@allunity.com

(hereinafter referred to as „AllUnity“, „we“ or „us“)

3 Name and contact information of the Data Protection Officer (DPO)

You can contact our external Data Protection Officer (DPO) as follows:

Sven Lindenlauf

eyeDsec Information Security GmbH

e-mail: dataprivacy@allunity.com

4 Types of personal data

We process the following personal data from you as part of the application process::

- Personal master data (*first and last name, date of birth, place of residence, etc.*)
- Contact data (*e-mail-address, telephone number, etc.*)
- Qualification data (*degrees/training, certifications, professional experience, etc.*)
- Application data (*CV, cover letter, references, salary expectations, etc.*)
- Image data (*if a picture was sent*)
- Correspondence with you in the course of the application process
- Interview transcripts
- Special data categories, if applicable (*religious denomination, severe disability*)
- Other personal data provided by you during the application process

Irrespective of this, there may always be constellations in which we process personal data from you that is not mentioned here. In these cases, we will then provide you with separate data processing information relating to the respective occasion.

5 Purpose and legal basis of the data processing

We process your data in particular for the preparation of a possible employment relationship. The legal basis for this processing of your applicant data is **Art. 6 (1) lit. b) GDPR**. According to this, the processing of personal data is permitted if it is necessary for the preparation, establishment, implementation or termination of a contractual relationship (here: *employment contract*).

In addition, we process your personal data if this is necessary to safeguard our legitimate interests, unless your interests, that require the protection of personal data, outweigh ours. The legal basis for this processing is **Art. 6 (1) lit. f) GDPR**. Our legitimate interest lies in particular in the short-term storage of your application data for the defense against any legal claims. For further information on our legitimate interests, you can contact us or our DPO using the contact details given above.

Furthermore, we are subject to various legal obligations, i. e. legal requirements (e. g. from tax law, anti-money-laundering law or financial services law), which we must comply with. The processing of your personal data for these purposes is based on **Art. 6 (1) lit. c) GDPR**.

If you have given us your express consent for certain purposes (e. g. for the long-term storage of your application documents), the processing of your personal data for such purposes is based on **Art. 6 (1) lit. a) GDPR**. In this case, the specific purposes result directly from the corresponding declaration of consent. In this case, you have the right to withdraw your consent at any time without giving reasons with effect for the future. However, the data processing carried out on the basis of the consent until the revocation remains unaffected by the revocation.

6 Duration of data retention

In principle, we keep your application documents and all other data we received from you in the course of the application process for the duration of the application process. In the event of a rejection of your application, the application documents will be kept for a further 6 months so that we can defend ourselves against any possible legal claims.

If you give us your explicit consent for further storage of the application documents (e. g. in order to be considered for subsequent vacancies), we will store the application documents for a further 2 years, unless you withdraw your consent before this period expires.

If the application procedure results in an employment relationship, your application documents will be transferred to your personnel file. These documents will then be stored for the duration of the employment relationship and for a further 3 years for the purpose of asserting or defending against any legal claims. In this case, however, you will be informed separately about the processing of your employee data by AllUnity.

Insofar as statutory retention obligations exist, these must be taken into account by us. Statutory retention periods arise in particular from the German Commercial Code (HGB) and the German Fiscal Code (AO). The retention periods specified there are between 6 and 10 years and apply, among other things, to business communications (business letters). Therefore, any correspondence that we have

with you in the course of the application process will be stored for up to 10 years.

Insofar as there are no statutory retention obligations, personal data will be deleted when its further processing is no longer required for the above-mentioned purposes. In the event of a possible legal dispute, your personal data may also be processed for a longer period for the purpose of asserting or defending legal claims, provided that your data is required for this purpose.

Other retention periods may also apply. In these cases, you will be informed of this separately.

7 Recipients of your personal data

In order to carry out the application process, the following internal and external recipients also receive access to your personal data:

Internal recipients:

- HR department
- IT department
- Other relevant departments
- Management
- DPO

External recipients:

- IT service providers

Data is not regularly transferred to a country outside the European Union (so-called third country). Should your personal data nevertheless be transferred to a third country in individual cases, we will implement appropriate safeguards to ensure an adequate level of protection for your data.

8 Data processing locations

Your personal data will only be processed on dedicated IT systems of AllUnity or in the certified data centers of our IT service providers within the EU.

Should your personal data nevertheless be transferred to a third country in individual cases, we will implement appropriate safeguards to ensure an adequate level of protection for your data.

9 Rights of the data subject

In accordance with Art. 15 GDPR, you have the right to receive **information** about the personal data stored about you. You also have the right to receive a copy of your personal data processed by us and, in the event of a data transfer to a third country, the right to be informed of the appropriate safeguards implemented by us to ensure data security.

If we process incorrect personal data about you, you have the right to have this data **corrected** in accordance with Art. 16 GDPR. In addition, you have the right to have incomplete personal data **completed** by us.

If the legal requirements are met, you can also request the **deletion** (Art. 17 GDPR) or **restriction** (Art. 18 GDPR) of the processing of your personal data.

In accordance with Art. 20 GDPR, you can assert the right to **data portability** for data that is processed automatically on the basis of your consent or a contract with us. In this case, we are obliged to hand over the personal data concerned in a structured, commonly used and machine-readable format.

In the case of data processing that we carry out on the basis of a legitimate interest, **you have the right to object to the data processing** (Art. 21 GDPR). In this case, we may no longer process the data concerned unless there are compelling legitimate grounds for further processing that outweigh your interests.

If you have given your consent to the processing of personal data, you can **revoke your consent** at any time and without giving reasons with effect for the future. Any data processing that has already taken place up to that point on the basis of this consent remains unaffected by the revocation.

You can assert these rights against us using the contact details given above.

However, you also have the right to **complain** about the processing of personal data by us directly to a data protection supervisory authority of your choice.

10 Further information

Generally, there is no (legal) obligation to provide your personal data. However, as part of the application process, you must provide the personal data that is required to carry out the application process or that we are legally obliged to collect. If you do not provide this data, we may not be able to carry out the application process with you.

Automated decision-making based on your processed personal data (including profiling) does not take place.

Status: November 2024