

Data protection notice for job applicants

In the following, we hereby inform you in particular about how is your personal data (hereinafter only "data"), or special categories of personal data, handled in the context of the job application process.

This data protection notice for job applicants complements our website privacy statement which describes the processing of your data during your visit to our website in general; you can find the website privacy statement [here](#).

I. Responsible for the Data processing (Controller)

The controller in terms of the data protection laws for the processing of your data described below is the company you are applying to, either to the open position, or spontaneously (hereinafter also referred to as "we" or "Controller"):

- either emnos GmbH, principal address located at Theresienhoehe 12, 80339 München, Germany, or
- or emnos SARL, principal address located at 97 rue St. Lazare, 75009 Paris, France

II. Data Protection Officer / Questions regarding data protection

According to EU Regulation 2016/679 – General Data Protection Regulation (GDPR), emnos GmbH and emnos SARL have appointed Data Protection Officers (DPO).

emos GmbH in Germany: You can contact the DPO at "emos GmbH, Attention of the Data Protection officer, Theresienhoehe 12, 80339 München, Germany".

emos SARL in France: You can contact the DPO at "Emnos SARL, Attention of the Data Protection officer, 97 rue St. Lazare, 75009 Paris, France.

III. Categories of data

Within the scope of your job application, we process various types of personal data about you ("personal data").

For better clarity, we have grouped these into categories below:

Job application data – this includes all data processed in the course of the job application process, including name, contact details and application documents as well as documents from job interviews and (depending on the vacancy) assessment centre evaluation. We also collect your cellphone number in order to be able to establish a contact with you.

IT data – data that is generated in our IT systems or IT systems of our sub-processors during the job application process. This includes, for example, your username and password on our job application platform.

Expense reimbursement data – we will process travel expense data in cases where we have agreed to reimburse travel expenses in the scope of job application process.

Website data – please find the information about any data which is collected and processed due to your visit of our websites here in our website [privacy statement](#).

IV. Legal basis and purpose of processing

We process your personal data described above for the purpose of processing your job application. In the following, we provide you more details of this and state the legal basis on which we process the data. If we process your data for other purposes, we will inform you separately.

1. Data processing to decide on the establishment of an employment relationship

In the application procedure (application tool / assessment centre) we process your data for the purpose of the decision on the establishment of an employment relationship with you. All categories of data are taken into account in the processing. In this respect

- we screen your application documents
- we forward your application documents to the specialist departments
- we conduct correspondence with you (e.g. invitation to a job interview or assessment center)
- we take notices during the job interview with you
- when applicable, we receive the assessment centre feedback about your performance

The legal basis for this data processing is Art. 6 (1) (b) in conjunction with Art. 88 (1), (2) EU Regulation 2016/679 – General Data Protection Regulation (GDPR) and

- for emnos GmbH in Germany - in conjunction with Art. 26 (1) first sentence Var. 1 German Federal Data Protection Act (“Bundesdatenschutzgesetz” – BDSG) (establishment of an employment relationship)
- for emnos sarl in France – in conjunction with articles 7 and 8 of the French Law No. 78-17 of 6 January 1978. (Data Protection Act)

2. Data processing regarding references

For the case you have provided us your references and have given consent to contact them, we will, based on our judgement, eventually collect feedback from one or more named references for the purpose of processing your application.

The legal basis for this data processing is Art. 6 (1) (a) GDPR, your consent.

3. Data processing regarding any travel expenses

If you provide any travel expenses we process this data to reimburse you this costs.

The legal basis for this data processing is Art. 6 (1) (b) in conjunction with Art. 88 (1), (2) EU Regulation 2016/679 – General Data Protection Regulation (GDPR) and

- for emnos GmbH in Germany - in conjunction with Art. 26 (1) first sentence Var. 1 German Federal Data Protection Act (“Bundesdatenschutzgesetz” – BDSG) (establishment of an employment relationship)
- for emnos sarl in France – in conjunction with articles 7 and 8 of the French Law No. 78-17 of 6 January 1978. (Data Protection Act)

4. Forwarding your application within the emnos or ROBUR group of companies

If we do not have a job to offer to you and you have given the respective consent, we will forward your application to the other emnos company and/ or to our parent company (ROBUR GmbH with principal address in Munich/ Germany) to have them process your application.

The legal basis for this data processing is Art. 6 (1) (a) GDPR, your consent.

V. Obligation to provide data / voluntary information

Your job application data (see above point III.) must be provided on a mandatory basis because without this data it is not possible to carry out the application process.

This applies as well to your Expense reimbursement data. IF you don't provide these we are not able to reimburse any travel expenses.

If photographs are part of your job application data, on the other hand, these can be made available on the voluntary basis, these are not mandatory.

VI. Recipients or categories of recipients

Different departments within our group of companies have access to parts of your data for certain purposes (internal recipients), just as we send parts of your data to external recipients:

1. Recipient categories within the Controller and the group of companies

Depending on the purpose and necessity, the following departments may have access to the data or be recipients within the Controller:

- Human Resources
- Executive / Supervisor / Hiring Manager
- Management
- Administrators of the IT systems
- Finance / Accounting / Controlling / Tax / Legal
- Travel Management / Office Management

2. external categories of recipients resident in the EU/EEA

Here we distinguish between service providers who assist us in the execution of the employment relationship, other third parties to whom we provide data for legal reasons or to process the application and any references you have provided:

Examples of supporting service providers are:

- personnel service providers, job portals
- IT companies that run software for us or maintain our internal systems
- File and data medium destruction companies

Examples for 'other third parties

- The other emnos company or our parent company, the ROBUR Industry Service Group GmbH with principal address in Munich, Germany.

Examples for references

- Your former employer or any other references you have provided to us.

3. external categories of recipients resident outside the EU/EEA

The following categories of recipients are located outside the EU/EEA. In the following you will also find the specific legal basis for the transmission of data to these countries:

Technical service providers/ IT companies

- Among the IT service providers supporting us is Microsoft, where we operate some applications in the Azure cloud. Even though we have commissioned all cloud services in the EU/EEA region, Microsoft Corp. may access the data from the USA in certain support cases.
- Our personnel application provider operates the application in Amazon AWS cloud. Even though the application is commissioned in in the EU/EEA region, Amazon Web Services Inc. may access the data from the USA in certain support cases.

The legal basis for this access from the U.S. are so-called EU-standard contractual clauses controller-to-processor from 2010, Art. 46 (2) lit. c) GDPR.

On request, we will provide you with a copy of the EU decision and/or of the EU standard contractual clauses. Please contact the data protection officer.

VII. Origin of the data

We receive your data primarily from yourself, e.g. from your application documents and your completed personnel questionnaire.

In the context of implementing the purposes described under points IV (1) and IV (2), we might receive feedback from the assessment center or - if you have given your consent - feedback from your named references.

VIII. Duration of storage and retention of your data

We will delete your personal data at latest 6 month after completion of the application process (e.g. after the notice of the refusal). An exemption applies if a longer storage is mandatory by law or permitted, e.g. in the case of an administrative procedure or a court proceeding.

Otherwise, we store your personal data only if necessary for the establishment, exercise or defence of legal claims for the duration of such claims.

If we employ you, your personal data will be transferred to you personnel file if permitted by law.

IX. Automated decision making

When processing your data, no automated decision making according to Art. 13 (2) no. f GDPR is used.

X. Your rights

You are entitled to certain rights if the legal requirements are met, about which we inform you in the following:

Information

On request, we will inform you whether and which data is stored about you.

Correction, restriction of processing or deletion

As far as the legal requirements are met, you have the right to correct, limit the processing or request deletion of the data.

Data portability

You also have the right to receive from us the data relating to you that you have provided to us in a structured, common, machine-readable format; you may transmit or have transmitted such data to other entities. A further condition is that we process this data on the basis of your consent or for the purpose of implementing the contract and that the processing is carried out using automated procedures.

Revocation

If you have given your consent to data processing, you can revoke this consent at any time. The data processing carried out up to then on the consent remains lawful.

Objection

As far as we process data on the basis of a weighing of interests, you may object. We will then no longer process your data unless we can prove compelling and legitimate reasons for processing which outweigh your interests, rights and freedoms, or the processing serves to assert, exercise, or defend legal claims.

Complaint

You also have a right of complaint to the competent supervisory authority for data protection. This is:

For emnos GmbH /Germany: Bavarian State Office for Data Protection Supervision, Promenade 27, 91522 Ansbach, poststelle@lda.bayern.de.

For emnos SARL/ France: Commission Nationale de l'Informatique et des Libertés, 3 Place de Fontenoy, TSA 80715, 75334 PARIS CEDEX 07, France,

You can also file your complaint with any other data protection authority. This will then be forwarded to the responsible supervisory authority.

XI. Questions

If you have any questions, please contact our data protection officer, whose contact details can be found in section 2 above.

May, 2020