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Information on the collection and processing of your personal data in the recruitment process

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Introduction

Care and transparency form the basis for trustful cooperation. We therefore inform you about how we process your personal data in the context of an application and which rights you have under the General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG).

Who is responsible for data processing?

Controller:

PROSTEP AG
Heinrich-Hertz-Straße 3-7
64295 Darmstadt

How can you contact the Data Protection Officer?

You can contact our Data Protection Officer at:

PROSTEP AG
Personally and confidentially to the Data Protection Officer
Heinrich-Hertz-Straße 3-7
64295 Darmstadt
E-Mail: datenschutz@prostep.com

How can you submit your application documents to us?

Applications can only be submitted by email to the application address specified by us. Please note that the transmission of personal data by unencrypted email may involve security risks. If you would like a particularly confidential method of transmission, please contact us in advance so that we can agree on a suitable transmission method together.

For what purposes and on what legal basis do we process your personal data?

We process your personal data insofar as this is necessary for carrying out the recruitment process and for deciding whether to establish an employment relationship. This applies both to applications for advertised positions and to unsolicited applications. The legal basis for this is Section 26 para. 1 BDSG.

In addition, we may process personal data insofar as this is necessary for the establishment, exercise or defence of legal claims. The legal basis for this is Art. 6 para. 1 lit. f GDPR. Our

legitimate interest consists in particular in being able to defend ourselves against possible claims arising from the recruitment process, for example under the German General Equal Treatment Act (AGG).

If we would like to consider your application data beyond the completion of the specific recruitment process for filling future positions, this will only take place on the basis of your explicit consent pursuant to Art. 6 para. 1 lit. a GDPR. You may withdraw your consent at any time with effect for the future.

If an employment relationship is established between you and us, we may continue to process the personal data received during the recruitment process for purposes of the employment relationship insofar as this is necessary under Section 26 para. 1 BDSG for carrying out or terminating the employment relationship. This also applies insofar as the processing is necessary for exercising or fulfilling rights and obligations arising from a law, a collective agreement, a works agreement or a service agreement.

What categories of personal data do we process?

We process the personal data that you provide to us in the context of your application, in particular by email or via another transmission method chosen by you. This may include in particular:

- Master data, for example name, address, date of birth and contact details.
- Application data, for example cover letter, CV, certificates, qualifications and references.
- Information about your education, qualifications and professional experience.
- Correspondence data from the recruitment process.
- Other information that you voluntarily provide to us in connection with your application.

We process special categories of personal data pursuant to Art. 9 GDPR, for example health-related information, only insofar as you voluntarily provide such data to us and the processing is necessary for the recruitment process or legally permissible.

To whom will your data be disclosed?

Your personal data will only be made accessible to those persons and bodies that need the data for carrying out the recruitment process.

This includes in particular:

- the Human Resources department.
- the responsible managers.
- the specialist departments involved in the recruitment process.
- employees who are involved in the application or selection process within the scope of their tasks and responsibilities.

If your application is also considered for a position at a company affiliated with PROSTEP AG, or if you have consented to such consideration, your application data may be disclosed to the relevant affiliated company. Recipients may include in particular BHC GmbH and PROSTEP Polska Sp. z o.o. or other companies affiliated with PROSTEP AG.

The disclosure takes place exclusively for the purpose of carrying out the recruitment process and reviewing a possible employment opportunity at the respective company.

Insofar as we use external service providers for the operation, maintenance and security of our IT systems, these service providers may obtain access to personal data to the extent necessary. This may include, in particular, providers of email services, hosting services or IT infrastructure services. These service providers act exclusively on the basis of a data processing agreement pursuant to Art. 28 GDPR and are obliged to maintain confidentiality.

Your personal data will not be disclosed to any other third parties.

Will your data be transferred to countries outside the European Union?

We use, among other services, Microsoft 365 and Atlassian Cloud for communication and processing in the recruitment process. In this context, it cannot be ruled out that personal data may also be transferred to recipients in third countries, in particular in the USA. Where such a transfer takes place, it will take place exclusively on the basis of the legal requirements of the GDPR, in particular an adequacy decision by the European Commission or appropriate safeguards pursuant to Art. 45 or Art. 46 GDPR.

How long will your data be stored?

We store your personal data for as long as this is necessary for deciding on your application. If no employment relationship is established between you and us, we will store your data beyond this only insofar as this is necessary for the defence against possible legal claims.

Application documents are generally deleted six months after notification of the rejection decision, unless longer storage is required due to a legal dispute or for the establishment, exercise or defence of legal claims.

If you have expressly consented to the storage of your application data for future job openings, we will store your data until you withdraw your consent, but no longer than 24 months after the consent was given. After this period has expired, your data will be deleted unless there is a statutory retention obligation. In technical backup copies, data may remain until the regular overwriting or deletion of the backup copies.

Does automated decision-making take place?

Automated decision-making, including profiling pursuant to Art. 22 GDPR, does not take place in the recruitment process.

What rights do you have in connection with the processing of your data?

Subject to the statutory requirements, you have the right to access, rectification, erasure and restriction of the processing of your personal data. The restrictions set out in Sections 34 and 35 BDSG apply to the right of access and the right to erasure.

In addition, you have the right to lodge a complaint with a data protection supervisory authority. The supervisory authority responsible for us is the Hessian Commissioner for Data Protection and Freedom of Information.

Further information is available on the website of the Hessian Commissioner for Data Protection and Freedom of Information.

[Hessian Commissioner for Data Protection and Freedom of Information](#)

Where processing is based on a legitimate interest, you have the right to object to the processing on grounds relating to your particular situation. If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.

Where processing is based on your consent, you have the right to withdraw this consent at any time with effect for the future.

To exercise your rights, please contact us or our Data Protection Officer.

Are you obliged to provide your personal data?

The provision of personal data is neither legally nor contractually required. However, certain personal data is necessary for carrying out the recruitment process and for deciding whether to establish an employment relationship.

If you do not provide us with the personal data required for the application, we may be unable to consider your application, or may only be able to consider it to a limited extent.

Updates to this information

We reserve the right to amend this privacy notice if this becomes necessary due to changes in legal, technical or organisational circumstances. The current version is available on our website.