

# **Data protection information for applicants**

This data protection information for applicants informs you about the processing of your personal data at

@-yet GmbH  
Schloss Eicherhof  
42799 Leichlingen

Pursuant to Art. 4 lit. 1 of the General Data Protection Regulation ("GDPR"), personal data include all information that relates or can be related to a person. In particular by means of assignment to an identifier such as a name or to an organisation number or personnel number by which a person can be identified.

**Personal information and personal data:**

@-yet GmbH collects and processes the following personal data (on both paper and digitally) provided by you through your application (collectively "Applicant Data"):

- **Contact details**, such as your name, address, telephone number and email address;
- **Information** on your professional experience and skills, as well as previous employment, language skills, performance appraisals, evaluations and quotas;
- **Photo** (if added voluntarily).

It is not planned that special categories of personal data (Art. 9 (1) GDPR) will be processed. However, should you provide them, such as health data, these data will also be processed.

**Data processing purposes, legal basis and consequences:**

Applicant data is collected and processed for recruitment and hiring purposes only to determine the skills and suitability of applicants who have applied for a job (collectively, "processing purposes"):

@-yet GmbH relies on the following legal bases with regard to data processing:

- Necessity of the recruitment (Art. 88 GDPR in conjunction with § 26 German Data Protection Act (BDSG))
- Performance of a contract with the @-yet GmbH (Art. 6 (1) lit. b GDPR)
- Legitimate interest of @-yet GmbH (Art. 6 (1) lit. f GDPR)
- Consent, if provided by you and recorded by law (Art. 6 (1) lit. a GDPR in conjunction with Art. 88 GDPR and § 26 (2) BDSG);
- Compliance with legal requirements (Art. 6 (1) lit. c GDPR).

The provision of personal data is on a voluntary basis. However, if you do not provide this data, it could prevent the recruitment process so that @-yet GmbH unfortunately cannot consider your application.

**Categories of recipients:**

Besides the Human resources and relevant employees, @-yet GmbH may use service providers acting as processors to provide IT and other administrative support (e.g. service providers offering IT hosting or maintenance support). These service providers may have access to your personal data to the extent necessary to provide such services. Any access to your personal data is limited to those who need the information to complete your activities.

**Retention period:**

Application data will be retained by @-yet GmbH and, where applicable, its service providers for as long as necessary to fulfil its obligation and in accordance with applicable data protection law for the time necessary to achieve its purposes.

@-yet GmbH will delete your application data upon expiry of a maximum of six months after we have informed you that your application will not be considered. This does not apply if you expressly consent to longer retention at our request because we want to keep you in a talent pool (Art. 7 GDPR); in that case, deletion will take place after expiry of the time specified in the consent or after your consent revocation. Deletion is subject to a right of retention pursuant to Art. 17 (3) GDPR or in accordance with applicable provisions in the BDSG. If the application leads to an employment, the application will be assigned to your personnel file created with the establishment of the employment relationship and the retention will be considered in accordance to data protection law.

### **Your rights:**

Should you have given your consent with regard to certain processing activities, you can revoke this at any time with future effect. This revocation will not affect the previous processing of data.

In accordance with the applicable data protection laws, you have the following rights:

- **Right of information, Art. 15 GDPR**  
You have the right of information about the personal data stored about you.
- **Right of rectification, Art. 16 GDPR**  
If you discover that inaccurate data relating to you is being processed, you may request rectification. Incomplete data must be completed, taking into account the purpose of the processing.
- **Right of erasure, Art. 17 GDPR**  
You have the right to request the deletion of your data if certain reasons for deletion exist. This is particularly the case if they are no longer necessary for the purpose for which they were originally collected or processed.
- **Right to restriction of processing, Art. 18 GDPR**  
You have the right to restrict the processing of your data. This means that your data will not be deleted, but will be marked to restrict its further processing or use.
- **Right of data portability, Art. 20 GDPR**  
You have the right to receive the personal data you have provided to @-yet GmbH in a structured, common and machine-readable format. Furthermore, you have the right of transfer this data to another responsible party without delay by @-yet GmbH.
- **Right of objection to unreasonable data processing, Art. 21 GDPR**  
You have the right to object at any time, on reasons relating to your particular situation, to the processing of personal data concerning you, which is carried out based on Art. 6 lit. e or f of the GDPR.  
Since @-yet GmbH processes and uses your personal data primarily for the purposes of the contractual relationship with you, @-yet GmbH basically has a legitimate interest in processing your data, which, on the other hand, will override your restriction request.

To exercise your rights, contact us as described in the "Questions" section.

### **Complaining to the supervisory authority about data protection violations**

You have the right to lodge a complaint with the competent supervisory authority if you are of the opinion that the processing of your data by @-yet GmbH is not permitted under data protection law. This is based on Art. 77 of the GDPR. The complaint to the supervisory authority can be made informally.

### **Automated decision making / profiling**

@-yet GmbH does not use any automated decision-making processes in connection with the recruitment and its data processed.

**Questions:**

You can reach the data protection officer of @-yet GmbH at the following contact details:

E-mail: [datenschutz@add-yet.de](mailto:datenschutz@add-yet.de)