



**Privacy Notice / CANDIDATES**  
**Information regarding the Processing**

Dear candidate,

We are very delighted that you have shown interest to become part of EXTEDO. Data protection is of a particularly high priority for the management of the EXTEDO GmbH.

EXTEDO processes personal data in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) which came into effect on the 25th May 2018.

This privacy statement aims to give you the following information:

EXTEDO's identification and contact. EXTEDO's DPO contact

Which data does EXTEDO process?

For which purpose(s) is EXTEDO collecting your personal data and what is the legal basis for doing it.

How do we store your personal data and for how long?

With whom we share your personal data?

Your rights as a data subject and the contact of the Supervisory Authority (right to lodge a complaint)

## **Name and Address of the controller**

Controller for the purposes of the General Data Protection Regulation (GDPR), other data protection laws applicable in Member states of the European Union and other provisions related to data protection is:

EXTEDO GmbH  
Einsteinstraße 30  
85521 Ottobrunn  
Germany

Phone: +49 89 189454-0

EXTEDOs Global Data Protection Officer is happy to help with questions or inquiries.

Email: [privacy@extedo.com](mailto:privacy@extedo.com)

## **Which data does EXTEDO process?**

As our candidate to work for EXTEDO, the data we receive from you or we might ask you for can be included in the following categories: identification and address data (basic contact details); market overview; qualification data; interests, preferences regarding contact language; IT usage data (connection data, logging information, browser, operative system, device type); and location data (IP address, Country).

## **Our purposes for collecting your data and legal basis**

We will only process your personal data according to the purpose of acquiring new EXTEDO's personnel.

EXTEDO relies on your consent according to Article 6.1 (a) of the GDPR to process your personal data for the purpose mentioned above. We may also collect and process your data on the basis of article 6.1 b) in order to take steps at your request to enter into an employment contract. You, as a data subject and a potential candidate to take part of EXTEDO's Staff, are required to provide us with certain contact details and personal data about your previous professional life and personal competences and skills.

Data processing for other purposes is only considered if the necessary legal requirements are available in accordance with article 6 (4) GDPR. We will be aware of any information obligations under article 13 (3) DSGVO and article 14 (4) DSGVO.

### Supervisory Authority.

As data subject, you must be informed about the possibility of lodging a complaint to the National Supervisory Authority. Please find below the contact details of the German National Supervisory Authority.

Bayerisches Landesamt für Datenschutzaufsicht	Telefon	+49 (0) 981 53 1300
	Telefax	+49 (0) 981 53 98 1300
Promenade 27	E-Mail	<a href="mailto:presse@lda.bayern.de">presse@lda.bayern.de</a>
91522 Ansbach	Webseite	<a href="http://www.lda.bayern.de">www.lda.bayern.de</a>

### Recipients

For the purposes described above, the mentioned categories of data might be disclosed to EXTEDO's qualified and/or management personnel working for the relevant departments involved in the recruitment process.

Inside EXTEDO, only Human Resources' qualified personnel will have access to your data at first stage for the collection and the selection of potential candidates. The top management and the executive management of the relevant department will also have access to the data of those successful candidates who will continue to the next phase of the recruitment process.

Outside EXTEDO, only our authorized sub-processor partner REXX will have access to your data.

### International data transfers

In general, your personal information will not be transferred to, nor processed in any countries other than in the EU.

Exceptionally, only in those cases where the selection procedure is addressed to hire new staff in one of our Affiliate in the US, your data will be then transferred and stored in the US. For this reason, we have taken safeguards to require that your personal information will remain protected in accordance with this Privacy Policy. These include implementing the European Commission's Standard Contractual Clauses for transfers of personal information between our group companies. We have also implemented safeguards with our third-party service providers and partners. Further details, and copies of the standard contractual clauses can be provided upon request.

### Security

Our infrastructure has technical and organizational security measures in place. Some of the measures we use in different circumstances are encryption, secured entry points to our servers, and monitoring

and training for our personnel to protect against the loss, misuse and alteration of the information under our control. However, no system is perfect or can guarantee that unauthorized access or theft of information will not occur.

## Data retention

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We retain personal information we collect from you where we have an ongoing legitimate business need to do so. For this case, we will keep your data for 6 months after the last communication we exchange as employer-applicant.

## Your data protection rights

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You have the following data protection rights, which you can exercise by contacting us using the details below:

The right to **access, correct, update or request deletion** of your personal information.

The right to **object to processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information.

The right to **opt-out of marketing communications** we send you at any time. You can exercise this right by clicking on the “unsubscribe” or “opt-out” link in the marketing e-mails we send you. Alternatively, you can indicate your marketing preferences for email, phone and postal marketing during registration or at any time by contacting us using the contact details provided below.

The right, if we have collected and processed your personal information with your consent, to **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.

The **right to complain to a data protection authority** about our collection and use of your personal information. For more information, please contact your local data protection authority.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

Additional information is provided via our website.