

## *Privacy policy for applications*

We are pleased that you would like to apply for a job at our company. In the following we explain how we process your personal data in the context of an application and provide further information relevant in this context.

### *1. Who is responsible for processing your personal data?*

Jetsam Service Management GmbH, Dr.-Leo-Ritter-Str. 4, 93049 Regensburg, Germany (hereinafter referred to as "we") is responsible in the sense of the EU General Data Protection Regulation ("GDPR").

### *2. Data protection officer*

For all questions relating to the processing of your personal data and the exercise of your rights under the GDPR, you can consult our Data Protection Officer(s), who can be contacted at [datenschutz@jetsam-services.de](mailto:datenschutz@jetsam-services.de).

### *3. For what purposes and on what legal basis do we process personal data?*

We process personal data about you for the purpose of your application for an employment relationship, insofar as this is necessary for the decision to establish an employment relationship with us. The legal basis for this is § 26 para. 1 in conjunction with para. 8 sentence 2 BDSG. Furthermore, we may process personal data about you to the extent that this is necessary to defend against legal claims asserted against us in the application process.

The legal basis is Art. 6 para. 1, letter f GDPR, the legitimate interest is, for example, a duty of proof in proceedings under the General Equal Treatment Act. In the event of an employment relationship between you and us, we may, pursuant to Section 26 (1) of the German Federal Data Protection Act, further process the personal data already received from you for the purposes of the employment relationship if this is necessary for the implementation or termination of the employment relationship or for exercising or fulfilling the rights and duties of employee representation arising from a law or a collective bargaining agreement, a works or service agreement (collective agreement).

### *4. What categories of personal data do we process?*

We process data that are related to your application. This can be general data about you (such as your name, address and contact details), information about your professional qualifications and schooling or information about further vocational training or other information you provide us with in connection with your application. In addition, we may process publicly accessible, job-related information you provide, such as a profile on professional social media networks.

### ***5. From which sources does personal data originate if we do not collect it from you?***

As far as we do not collect the data directly from you and you have an active profile with job agents, or disclose an inactive or only partially active profile to us in the context of the application process, we may also collect personal data about them.

### ***6. What categories of recipient data are there?***

We may transfer your personal data to companies affiliated with us, as far as this is permitted within the scope of the purposes and legal basis described in section 3.

### ***7. Is the transfer to a third country intended?***

A transfer to a third country is not intended

### ***8. How long is your data stored?***

We store your personal data for as long as is necessary to decide on your application. If an employment relationship between you and us does not come about, we may also continue to store data to the extent necessary to defend against possible legal claims. In this case, the application documents will be deleted two months after notification of the rejection decision, unless longer storage is necessary due to legal disputes.

### ***9. What rights do you have?***

As an applicant with us, you have the following data protection rights, depending on the situation in each individual case. To exercise these rights, you can contact us or our data protection officer at any time using the data mentioned in points 1 and 2:

#### **a. Information**

You have the right to obtain information about your personal data processed by us and to request access to and/or copies of your personal data. This includes information on the purpose of the use, the category of data used, the recipients and persons authorised to access the data and, if possible, the planned duration of data storage or, if this is not possible, the criteria for determining this duration;

#### **b. Rectification, erasure or limitation of processing**

You have the right to ask us to correct any incorrect personal data concerning you without delay. Taking into account the purposes of the processing, you have the right to request the completion of incomplete personal data, including by means of a supplementary declaration.

#### **c. Right to object**

In so far as the processing of personal data concerning you is carried out on the basis of Art. 6, Paragraph 1, Letter f of the GDPR, you have the right to object to the processing of such data at any time for reasons arising from your particular situation. We will then no longer process these personal data unless we can prove compelling reasons for processing worthy of protection that outweigh your

interests, rights and freedoms, or unless the processing serves to assert, exercise or defend legal claims.

d. Right of revocation

If the processing is based on consent, you have the right to revoke the consent at any time, without affecting the lawfulness of the processing carried out on the basis of the consent until revocation. For this purpose, you can contact us or our data protection officer at any time using the above-mentioned data.

e. Right to deletion

You have the right to request us to delete personal data relating to you immediately and we are obliged to delete personal data immediately if one of the following reasons applies:

- the personal data is no longer necessary for the purposes for which it was collected or otherwise processed
- You object to the processing in accordance with point 8.c above and there are no overriding legitimate reasons for the processing.
- The personal data have been processed unlawfully.
- The deletion of the personal data is necessary to comply with a legal obligation under Union law or the law of the Member States to which we are subject.

This shall not apply where processing is necessary:

- to comply with a legal obligation involving processing under Union law or the law of the Member States to which we are subject.
- to pursue, exercise or defend legal claims.

f. Right to restrict processing

You have the right to demand that we restrict processing if one of the following conditions is met:

- the accuracy of your personal data is contested, for a period of time that allows us to verify the accuracy of the personal data
- the processing is unlawful and you object to the deletion of the personal data and request instead the restriction of the use of the personal data;
- we no longer need the personal data for the purposes of the processing, but you need it to assert, exercise or defend legal claims; or
- you have lodged an objection to the processing in accordance with point 8.c above, as long as it is not yet clear whether our legitimate reasons outweigh yours.

Where processing has been restricted in accordance with this point (e), such personal data, apart from being stored, may be processed only with your consent or for the purpose of pursuing,

exercising or defending legal claims or protecting the rights of another natural or legal person or on grounds of an important public interest of the Union or a Member State.

If you have obtained a restriction on processing, we will inform you before the restriction is lifted.

g. Right of appeal

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State in which you are resident, at your place of work or at the place of the alleged infringement, if you consider that the processing of personal data relating to you is in breach of the GDPR.

### ***10. Necessity of providing personal data***

The provision of personal data is not required by law or contract, nor are you obliged to provide the personal data. However, the provision of personal data is necessary for the conclusion of a contract of employment with us. This means that if you do not provide us with personal data when applying for a job, we will not enter into an employment relationship with you.

### ***11. No automated decision making***

There is no automated decision in individual cases in the sense of Art. 22 GDPR, i.e. the decision on your application is not based exclusively on automated processing.