

# Processing of (personal) data by the entity in charge of the online application process

## 1 General

(1) We provide you with this data protection statement, which relates exclusively to the data collected as part of the AnalytiCon Discovery GmbH recruitment process, in order to inform you about how we handle your personal data collected by us. By sending your application (online application procedure or by mail to [careers@ac-discovery.com](mailto:careers@ac-discovery.com)) you agree to these data protection statements.

## 2 Responsible person

(1) The person responsible pursuant to Art. 4 para. 7 of the EU General Data Protection Regulation (GDPR) is

AnalytiCon Discovery GmbH  
Hermannswerder Haus 17  
14473 Potsdam  
Germany  
(see our imprint).

You can reach our data protection officer at [dsb@ac-discovery.com](mailto:dsb@ac-discovery.com) or at our postal address with the addition "data protection officer".

## 3. Personal data in the context of the recruitment process

(1) Personal data is all data that can be in (directly) related to you personally. This includes information such as name, address, e-mail address, etc. but also data about your career, etc. which can be assigned to a specific person with reasonable effort.

## 4. Collection and processing of personal data

(1) Our data protection provisions are in accordance with the BDSG and the EU DSGVO and BDSG (new) as well as the German Telemedia Act (TMG).

(2) If you apply for a vacancy or send an unsolicited application via the online application system on our website or by mail to [careers@ac-discovery.com](mailto:careers@ac-discovery.com), you voluntarily submit personal data and information (first name, last name, e-mail address, telephone number and any attachments such as CV, cover letter, etc.).

(3) The recruitment process requires, that you provide us with certain personal data about yourself. Necessary data for the application procedure are:

- Name (first & last name)
- e-mail address
- Date of availability
- Cover letter (as file upload)
- Curriculum vitae (as file upload)

In addition, you can voluntarily provide further data. These are e.g. your telephone number, your address, your date of birth, etc. This data will also be collected and processed by us if you enter it.

(4) If you send an unsolicited application directly by e-mail to [careers@ac-discovery.com](mailto:careers@ac-discovery.com), the encryption depends on your e-mail service provider.

(5) Only authorised employees of the company have access to your data for the purpose of filling a vacant position.

(6) We process the applicant data only for the purpose of carrying out the recruitment process in accordance with the legal requirements.

The applicant data is processed to fulfil our (pre-)contractual obligations within the scope of the application procedure in accordance with Art. 6 para. 1 p. 1 lit. b. DSGVO as well as Art. 6 para. 1 p. 1 lit. f. DSGVO, insofar as the data processing becomes necessary for us, e.g. within the scope of legal procedures (in Germany, § 26 BDSG also applies).

## 5. Storage of personal data

(1) Your data will be stored exclusively for the above-mentioned purpose of carrying out the recruitment process.

(2) Subject to a justified revocation by the applicant, the storage period is 6 months for applications to specific job advertisements, beginning with the date of rejection. This is necessary to answer any follow-up questions about the application process and to comply with our obligations to provide evidence under the Equal Treatment Act.

(3) In the case of unsolicited applications, your data will be stored for a period of 12 months from the date of receipt of the application due to operational and organisational processes.

(4) For applications for a apprenticeship in the company, the statements of sentence 2 of this section apply in principle. This period can be extended to 12 months from the date of rejection with your written consent. In this case, the storage is based on Art.6 Para. 1 lit. a. DSGVO

(5) Invoices for any reimbursement of travel expenses within the scope of the application procedure will be archived in accordance with the requirements of tax law and deleted after expiry of the legal requirements.

(6) After expiry of the period of storage of your data in the application process as specified in para. 4 sentences 2,3 and 4 of this data protection statement, all of your personal data will be automatically anonymised by our system. The anonymisation no longer allows any conclusions to be drawn about your person. The meta data generated by the anonymisation can be used by us for statistical evaluation (e.g. number of applications per period, etc.).

## 6. Erasure of personal data

(1) You can request the deletion of your personal data at any time by contacting us via our e-mail address [careers@ac-discovery.com](mailto:careers@ac-discovery.com). Your data will then be anonymised accordingly before expiry of the storage periods specified in para. 4 sentences 2,3 and 4 of this data protection statement (cf. para. 4 sentence 6).

(2) The same applies if you withdraw your application, which you are entitled to do at any time.

## 7. Disclosure of personal data to third parties

(1) The data transmitted as part of your application will be transmitted via TLS encryption and stored in a database. This database is operated and managed by Personio GmbH, which offers personnel administration and applicant management software (<https://www.personio.de/impressum/>)- In this context, Personio GmbH is our order processor in accordance with Art. 28 DSGVO and stores the data exclusively on ISO-certified servers in Germany. The privacy policy of Personio GmbH can be found at <https://www.personio.de/ueber-uns/datenschutz/#datenschutz-downloads>.

(2) With the exception of the transfer of your data to Personio GmbH (cf. para. 6 sentence 1 of this data protection statement), your data will

only be passed on if our company is legally obliged to do so or if this is necessary in the event of misuse or for clarification purposes. However, this requires concrete indications of illegal or abusive behaviour. By order of a competent authority, we may provide information about this data (inventory data) in individual cases, in particular for the purposes of criminal prosecution.

#### 8. Data subject rights and revocation

(1) If personal data is processed by us as the controller, you as the data subject have certain rights under the General Data Protection Regulation (GDPR) depending on the legal basis and the purpose of the processing:

- right to information,
- right to rectification or erasure,
- right to restriction of processing,
- right to object to processing,
- right to data portability.

(2) You also have the right to complain to a data protection supervisory authority about the processing of your personal data by us.

(3) If the processing of personal data is based on your consent, you also have the right to revoke this consent under data protection law. To assert your revocation, please contact our data protection officer (see para. 2 of this data protection statement).

#### 9. Concluding provisions

(1) We reserve the right to adapt this data protection statement at any time with effect for the future so that it always complies with the current legal requirements or to reflect changes to the application process or similar.

## Processing of (personal) data by the operator of the recruitment website

### General information

This recruitment website is operated by Personio GmbH & Co. KG, which offers a human resource and candidate management software solution (<https://www.personio.com/legal-notice/>). Data transmitted as part of your application will be transferred using TLS encryption and stored in a database. The sole controller of this data within the meaning of article 24 of the GDPR is the enterprise carrying out this online application process. Personio's role is limited to operating the software and this recruitment website and, in this context, being a processor under article 28 of the GDPR. In this case, the processing by Personio is based on an agreement for the processing of orders between the controller and Personio. In addition, Personio GmbH & Co. KG processes further data, some of which may be personal data, to provide its services, in particular for operating this recruitment website. We will refer to this in more detail below.

### The controller

The controller under data protection law is:

Personio GmbH & Co. KG

Rundfunkplatz 4

80335 München

Phone: +49 / 89 1250 1005

Commercial register entry number: HRB 213189

Registration Court: Amtsgericht München (Munich Local Court)

Data Protection Officer contact: [datenschutz@personio.de](mailto:datenschutz@personio.de)

### Access logs ("server logs")

Each access to this recruitment website automatically causes general protocol data, so-called server logs, to be collected. As a rule, this data is a pseudonym and thus does not allow for inferences about the identity of an individual. Without this data, it would, in some cases, be technically impossible to deliver or display the contents of the software. In addition, processing this data is absolutely necessary under security aspects, in particular for access, input, transfer, and storage control. Furthermore, this anonymous information can be used for statistical purposes and for optimizing services and technology. In addition, the log files can be checked and analyzed retrospectively when unlawful use of the software is suspected. The legal basis for this is section 15 subsection 1 of the German Telemedia Act (TMG), as well as article 6 (1) f of the GDPR. Generally, data such as the domain name of the website, the web browser and web-browser version, the operating system, the IP address, as well as the timestamp of the access to the software is collected. The scope of this log process does not exceed the common log scope of any other site on the web. These access logs are stored for a period of up to 7 days. There is no right to object to this.

### Error logs

So-called error logs are generated for the purpose of identifying and fixing bugs. This is absolutely necessary to ensure we can react as quickly as possible to possible problems with displaying and implementing content (legitimate interest). As a rule, this data is a pseudonym and thus does not allow for inferences about the identity of an individual. The legal basis for this is section 15 subsection 1 of the German Telemedia Act (TMG), as well as article 6 (1) f of the GDPR. When an error message occurs, general data such as the domain name of the website, the web browser and web-browser version, the operating system, the IP address, as well as the timestamp upon occurrence of the respective error message and/or specification is collected. These error logs are stored for a period of up to 7 days. There is no right to object to this.

### Use of cookies

So-called cookies are used on parts of this recruitment website. They are small text files which are stored on the device with which you access this recruitment website. As a general rule, cookies serve the purpose of ensuring secure access to a website ("absolutely necessary"), implementing certain functionalities such as standard-language settings ("functional"), improving the user experience or the performance of the website ("performance"), or placing targeted advertisements ("marketing"). On this recruitment website, we generally use

only cookies that are absolutely necessary, functional or performance-related, in particular for implementing certain default settings such as language, for identifying the job advertising channel, or for analyzing the performance of a job advert via which a user accessed this recruitment website. The use of cookies is absolutely necessary for providing our services and thus for the performance of the contract (article 6 (1) b) of the GDPR). Period of storage: up to 1 month or until the end of the browser session Right to object: You can determine via your browser settings whether you allow or object to the use of cookies. Please note that deactivating cookies may result in limited or completely blocked functionalities of this recruitment website.

## Rights of data subjects

If Personio GmbH & Co. KG as the controller processes personal data, you as the data subject have certain rights under Chapter III of the EU General Data Protection Regulation (GDPR), depending on the legal basis and the purpose of the processing, in particular the right of access (article 15 of the GDPR) and the rights to rectification (article 16 of the GDPR), erasure (article 17 of the GDPR), restriction of processing (article 18 of the GDPR), and data portability (article 20 of the GDPR), as well as the right to object (article 21 of the GDPR). If the personal data is processed with your consent, you have the right to withdraw this consent under article 7 III of the GDPR. To assert your rights as a data subject in relation to the data processed for the purpose of operating this recruitment website, please refer to Personio GmbH & Co. KG's Data Protection Officer (see item B).

## Concluding provisions

Personio reserves the right to adjust this data privacy statement at any point in time to ensure that it is in line with the current legal requirements at all times, or in order to accommodate changes in the services offered, for example when new services are introduced. In this case, the new data privacy statement applies to any later visit of this recruitment website or any later job application.