

## Privacy Notice for online applications

How we process your personal data on our website is explained in detail in our Privacy Notice here: <https://www.transporeon.com/en/privacy-policy/>. In addition, this Privacy Notice is intended to explain the specifics when you submit a job application to us.

### 1. Name and contact details of the controller and data protection officer

This privacy policy applies to data processing by the controller:

Transporeon GmbH  
Heidenheimer Straße 55/1  
89075 Ulm  
Germany  
+49 731169060  
info@transporeon.com

#### Data protection officer of the controller

Data protection queries can be sent to the data protection officer at Transporeon via e-mail to [dataprotection@transporeon.com](mailto:dataprotection@transporeon.com) or you can send your request by post to the following address:

Transporeon GmbH  
Data Protection Officer  
Heidenheimer Straße 55/1  
89075 Ulm  
Germany

### 2. Collection and storage of personal data and the nature and purpose of its use

We collect different types of information. These include your first and last name and your e-mail address. All other information is provided voluntarily.

Pursuant to Art. 9 Para. 1 GDPR, we do not require any special categories of personal data from you that could be used to uniquely identify an individual in terms of racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health-related data, or data on sexual preferences or sexual orientation, and at the same time we ask that you do not send us this type of information. The same applies to content that is likely to infringe the rights of third parties (such as copyright, press law, or general rights of third parties).

Personal data will only be collected, stored, processed and used for purposes related to your interest in current or future employment with us and for processing your application. The legal basis for data processing here is Art. 6 Para. 1 lit. b GDPR, Art. 88 Para. 1 GDPR, Art. 26 Para. 1 German Federal Data Protection Act (BDSG).

If your application is successful, the data provided may be used for administrative purposes in the context of employment.

If your application is rejected, but you wish to be stored in our talent pool, we will obtain your voluntarily granted consent according to Art. 6 Para. 1 lit. a GDPR.

By submitting your application, you give your assurance that the information you have provided is true. Please note that any false statement or deliberate omission may constitute grounds for rejection or subsequent termination of employment.

Only the relevant contact persons will process and be aware of your online application. All employees responsible for data processing are required to protect the confidentiality of your data.

### **3. Disclosure of data**

We provide your personal data to our affiliate company:

Transporeon Sp. z o. o.  
ul. Gen. Bohdana Zielińskiego 24  
30-320 Kraków  
Poland

The legal basis for data transmission is Art. 6 Para. 1 clause 1 lit. f GDPR and is based on our legitimate interest of additional evaluation criteria and support from our Polish colleagues.

To allow us to process your application appropriately, we provide your data to the external service provider:

softgarden e-recruiting GmbH (referred to below as "softgarden")  
Tauentzienstraße 14  
10789 Berlin  
Germany

In this regard, softgarden operates an IT infrastructure at its administrative offices in Berlin and Saarbruecken, as well as in the data processing centres operated by the following service providers: "myLoc managed IT AG" and "PlusServer GmbH". All data processing centres are located within Germany. Information on data protection at softgarden can be found in their Privacy Notice (<https://softgarden.de/company/privacy-network/>).

We process and analyze documents you have uploaded in order to extract CV-data and convert them into a structured form (so-called "CV parsing"). To ensure the rights of data subjects and security standards, a data processing agreement has been concluded with softgarden. Its sub processor is the ISO27001-certified provider Textkernel B.V. Nieuwendammerkade 26 A 5, (1022AB) Amsterdam, Netherlands. The data processing takes place within the European Union on servers in Germany. The legal basis for processing is Art. 6 Para. 1 clause 1 lit. f GDPR, Art. 88 Para. 1 GDPR, Art. 26 Para. 1

German Federal Data Protection Act (BDSG) in order to initiate an employment relationship, make the application process efficient, faster and more comfortable for you, as well as end-result format standardization on our end. A transfer of personal data to insecure third countries does not take place. Your data will be deleted from the Textkernel servers immediately after processing.

#### **4. Retention**

If we are not able to offer you a job, we will retain the data you have sent us for a period of up to 4 months for the purpose of answering questions about your application and the rejection process as well as the exercise or defense of possible legal claims.

However, if your application documents are of interest to us in principle, and it is simply the case that no suitable roles are currently available, you have the opportunity to give us your separate consent to keep and save your data accordingly. This means we will be able to contact you with future job offers.

In this case your data will be stored in the talent pool for 12 months and deleted afterwards unless you actively prolong your storage. An active prolongation will store your data for additional 12 months.

#### **5. Rights of the data subject**

Given below is information on your rights in connection with your personal data:

- According to Art. 15 GDPR, you may request information about your personal data processed by us. In particular, you can request information on the processing purposes, the category of personal data, the categories of recipients to whom your data has been disclosed, the planned retention period, the rights to rectification, deletion, limitation of processing, or objection, the existence of a right to complain, the source of the data, if not collected from us, and the existence of automated decision-making including profiling and, where appropriate, meaningful information about the details;
- According to Art. 16 GDPR, you may immediately demand the correction of incorrect or inaccurate personal data stored with us;
- According to Art. 17 GDPR, you may also request the deletion of your personal data stored by us, unless processing such data is required for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest, or for assertion, exercise or defense of legal claims;
- According to Art. 18 GDPR, you may request the limitation of processing of your personal data if the accuracy of your data is disputed, the processing is unlawful, but if you decline the deletion of such data and we no longer require the data, however you require the data for the assertion, exercise, or defense of legal claims, or if you have objected to the data processing in accordance with Art. 21 GDPR (see section 6);
- According to Art. 20 GDPR, you may receive your personal data provided to us in a structured, standard and machine-readable format or require it to be forwarded to another controller;

- According to Art. 7 Para. 3 GDPR, you may revoke your consent previously given to us at any time. As a result, we are not permitted to continue the data processing based on this consent for the future and
- According to Art. 77 GDPR, you may complain to a supervisory authority. You are normally permitted to contact the supervisory authority of your usual place of residence or workplace or our registered office (see [https://www.bfdi.bund.de/DE/Service/Anschriften/anschriften\\_table.html](https://www.bfdi.bund.de/DE/Service/Anschriften/anschriften_table.html) - only available in German).

You can also exercise a number of these rights directly online within softgarden.

## **6. Right to object**

If your personal data is processed based on legitimate interests in accordance with Art. 6 Para. 1 clause 1 lit. f GDPR, you have the right to file an objection against the processing of your personal data in accordance with Art. 21 GDPR provided that there are reasons for this arising from your particular situation.

## **7. Other questions**

If you have further questions about your personal data that were not answered here, please contact us at [dataprotection@transporeon.com](mailto:dataprotection@transporeon.com).