



## PRIVACY POLICY ON THE HANDLING OF APPLICATIONS

Our handling of your data and your rights

- Information in accordance with Art. 13, 14 and 21 of the General Data Protection Regulation (DSGVO) -...

Dear Applicant,  
dear applicant,

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

### 1. Who is responsible for data processing?

#### Responsible entity is:

H2 Core Systems GmbH  
Rüsdorfer Straße 8  
25746 Heide  
Phone: +49 157 77438466  
E-mail: [info@h2coresystems.com](mailto:info@h2coresystems.com)

#### You can reach our data protection officer at:

Phone: +49 4841 8968 20  
E-mail: [info@datensicherheit-nord.de](mailto:info@datensicherheit-nord.de)

### 2. What sources and data do we use?

If we do not collect the data directly from you and you have an active profile on an application portal such as Stepstone or similar professional platforms such as Xing, or if you disclose an inactive or only partially active profile to us as part of the application process, we may also receive or collect personal data from them.

We process data related to your application. This may be general personal data (such as name, address and contact details), information on professional qualifications and school education or information on further professional training or other information (e.g. health data) that you provide to us in connection with your application. We may also process job-related information that you make publicly available, such as a profile on professional social media networks.

### 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 on the establishment of an employment relationship with us. The legal basis for this is Art. 6 para. 1 f DSGVO.

Furthermore, we may process personal data about you insofar as this is necessary for the defense of asserted legal claims against us arising from the application process. The legal basis for this is Art. 6 (1) f DSGVO; the legitimate interest is, for example, a duty to provide evidence in proceedings under the General Equal Treatment Act (AGG).

If an employment relationship arises between you and us, we may, in accordance with Art. 6 Para. 1 b, f DSGVO, 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 the exercise or fulfillment of the rights and obligations of the employee representation resulting from a law or a collective agreement, a company or service agreement (collective agreement).

#### 4. Who gets your data?

We may transfer your personal data to companies affiliated with us, insofar as this is permissible within the framework of the purposes and legal bases set out above. In addition, personal data is processed on our behalf on the basis of contracts pursuant to Art. 28 DSGVO, in particular by host providers or providers of applicant management systems.

#### 5. Is data transferred to a third country or to an international organization?

Data is only transferred to third countries (countries outside the European Economic Area - EEA) if this is necessary to carry out the application process, is required by law or you have given us your consent. The transfer will only take place insofar as the third country has been confirmed by the EU Commission to have an adequate level of data protection or other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses). We will inform you separately about the details, if required by law.

#### 6. Is there an obligation to provide data?

As part of the application process, you only have to provide the personal data that is required for the justification, implementation and termination of the application process or that we are legally obligated to collect. Without this data, we will usually have to refuse acceptance into the application process.

#### 7. To what extent is there automated decision-making in individual cases?

As a matter of principle, we do not use fully automated decision-making pursuant to Art. 22 DSGVO to justify and carry out the application process. Should we use these procedures in individual cases, we will inform you separately if this is required by law.

#### 8. To what extent is your data used for profiling (scoring)?

We do not process your data automatically with the aim of evaluating certain personal aspects (profiling).

#### 9. How long will your data be stored?

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

In the event that you have agreed to further storage of your personal data, we may transfer your data to our applicant pool. There, the data will be deleted after one year.

#### 10. What rights do you have?

As an applicant with us, you have the following data protection rights according to Art. 15-22, 34 DSGVO, depending on the situation in the individual case, for the exercise of which you can contact us or our data protection officer at any time under the data mentioned in No. 1:

- **Information** about the stored data and their processing (Art. 15 DSGVO).
- **Correction of** inaccurate personal data (Art. 16 GDPR).
- **Deletion of** stored data (Art. 17 DSGVO).
- The right to **erasure** is limited, provided that the processing is necessary:
  - for compliance with a legal obligation which requires processing under the law of the Union or the Member States to which we are subject.
  - for the assertion, exercise or defense of legal claims.
- **Restriction of** data processing if data may not yet be deleted due to legal obligations (Art. 18 DSGVO).
- **OBJECTION to the processing of the data (Art. 21 GDPR).**
- **Data portability**, provided that the data processing has been consented to or a contract has been concluded (Art. 20 GDPR).
- **Consents to processing that** have been given can be revoked at any time with effect for the future.
- **Right of appeal** to a data protection supervisory authority (Art. 77 DSGVO in conjunction with § 19 BDSG).

## **The supervisory authority in Schleswig-Holstein is**

Independent State Center for Data Protection (ULD)  
Holstenstrasse 98  
24103 Kiel  
Phone: +49 431 988 1200  
Fax: +49 431 988 1223  
mail@datenschutzzentrum.de  
www.datenschutzzentrum.de

You can also contact our data protection officer.

## **Information about your right to object**

in accordance with Article 21 of the General Data Protection Regulation (GDPR)

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Art. 6(1)(e) DSGVO (data processing in the public interest) and Art. 6(1)(f) DSGVO (data processing on the basis of a balance of interests).

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the purpose of asserting, exercising or defending legal claims.

The objection can be made form-free and should preferably be addressed to:

H2 Core Systems GmbH  
Rüsdorfer Straße 8  
25746 Heide