

## CANDIDATES

**Information concerning the processing of personal data pursuant to the Regulation (EU) 2016/679 (the "Regulation")**

Dear Candidate,

**In Job Germany GMBH** informs you that your personal data will be used in compliance with the Regulation and in accordance with the following notice.

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### 1. **Controller of the personal data**

The controller of the personal data is the company **In Job Germany GMBH** (hereinafter the "**Controller**" or the "**Company**") with registered office at Widenmayerstraße 18, Wirtschaftsprüfer, 80838, Munich, email: [munich@injob.com](mailto:munich@injob.com)

### 2. **Content of the processing**

The processing may include your following personal data: name and surname, place and date of birth, citizenship, address, telephone number and mobile phone number, e-mail address, possible Skype contact and any other data reported on your CV (including photos).

We inform you that your CV may contain special data (that for their nature are "sensitive", since they may reveal racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data or data concerning health or sex life or sexual orientation), that require your explicit consent in order to be processed.

We specify that, in some cases, your personal data may have been obtained from third parties and, specifically, from one of our customers / business partners.

### 3. Cookies

We inform you that we may collect data concerning your visits to our website (including but not limited to: IP address, browser type, geographical location of website visits), mainly in order to make your future visits easier and to improve your experience when using our website.

For more details on cookies usage, we invite you to read our cookie policy at the following link <https://www.injob.com/de/en/cookies-explained>

### 4. Data security

Your data will be processed using both IT and manual instruments (paper-based documentation), and will be protected with appropriate security measures for ensuring the confidentiality and integrity of the data.

We may disclose your information to the third parties indicated under paragraph 7 for the purposes indicated in this notice. We require to all third parties, in order to protect the personal data, to adopt appropriate technical and organizational security measures to comply with the EU legislation on the protection of personal data.

If you suspect either a possible misuse or the loss, or a non-authorized access to your personal data, we invite you to contact us immediately by sending an e-mail to the Data Protection Officer at the e-mail address indicated under paragraph 11.

### 5. Purposes and legal basis for the processing

Subject to your consent, we will process your personal data:

- a) for purposes regarding the managing of the application and for performing the activity of search and selection of personnel to be employed in our Company, in group companies (parent companies, subsidiaries and/or affiliates) or in client companies, also with employment staffing contract. This may include: entering your data in our databases; sending your data to potential employers ("long list" and "profile", containing non-identifying data: age of the candidate; location of the domicile; qualifications; professional experiences; skills and competences); requesting references to your previous employers (as indicated in your CV and provided that there is still no work relationship with them); collecting your data from other sources, such as LinkedIn; inform you (via e-mail or by phone) of new working opportunities and career plans;
- b) to send newsletters, advertising and information material and to inform you on training, networking or recruiting events organized by the Company, group companies or commercial partners and to conduct studies, analyses and market researches.

Furthermore, we may process your data: to fulfill legal obligations or to ascertain, exercise or defend a right in court. Pursuant to articles 6, subsection 1, lett. c) and 9, subsection 2, lett. f) of the Regulation, your consent is not required to process your data for these purposes.

If necessary and without the need of your consent, we may process your personal data to pursue our legitimate interests in accordance with and subject to the conditions indicated in art. 6, subsection 1, lett. f) of the Regulation.

### 6. Provision of personal data and consequences of failure to provide such data

The provision of data for the purposes referred to in the previous paragraph is not mandatory. However, the

failure to provide and / or the lack of specific consent to the processing of your data (including "sensitive" data) with reference to the purpose referred to in paragraph 5 lett. a) will result in the inability to provide our services and establish a possible relationship with you.

## 7. Recipients of the personal data

Data could be made accessible or communicated to the following subjects, which may be nominated by the Controller, as processors or as persons in charge of the processing, on the specific case:

- group companies of the Controller (parent companies, subsidiaries and/or affiliates), employees and/or collaborators in any capacity of the Controller and/or of the group companies of the Controller;
- public or private bodies, natural or legal persons used by the Controller to perform the needed activities to achieve the purposes described above (including but not limited to: suppliers of IT services and application software, such as the software used to manage applications to jobs; website managers; etc.) or to whom the Controller is obliged, by the law or by a contract, to communicate the data.

Furthermore, your data may be disclosed to our clients/potential employers and to your potential former employer for the purposes indicated in paragraph 5, lett. a)

Your personal data will not be subject to dissemination.

## 8. Data transfer outside the European Union

Your data may be transferred and processed in one or more Countries inside or outside the European Union. A complete list of the Countries in which our Company operates is available at this link <https://www.injob.com/de/en/office-locator>

We specify that we will transfer your data, outside the European Union, only where our Company has previously set up contractual instruments that assure an adequate protection to your data in compliance with art. 46 of the Regulation.

## 9. Period for which the personal data will be stored

Your personal data will be stored for a period of 24 (twenty-four) months since your online registration or since your last online activity (e.g. access to your personal area of our website, CV updating or uploading).

In case you will be employed thanks to our services, the Company will store your data for a longer period, in compliance with the relevant contractual and legal obligations.

## 10. Rights of the data subject

We inform you that you can exercise the following rights:

- To obtain confirmation as to whether or not your personal data are being processed;
- If your data are processed, to have access to your personal data and to the information relating to the processing as well as demand a copy of your personal data;
- To obtain rectification of inaccurate data and integration of incomplete personal data;
- To obtain, if one of the conditions set forth in art. 17 of the Regulation applies, the erasure of your personal data;

- To obtain, in the cases provided for in art. 18 of the Regulation, the restriction of processing;
- To withdraw, at any time, the consent to process the data for the purposes for which the consent was obtained. (Withdrawing the consent shall not affect the lawfulness of the data processing, which is based on the consent you gave before the withdrawal );
- To receive your personal data in a structured commonly used and machine-readable format and to transmit those data to another controller, where technically feasible;
- Right to oppose the processing of your personal data based on a legitimate interest (or of third parties interest) and where there are elements, relating to a specific personal situation, that lead to oppose the treatment. You also have the right to object the processing where your personal information is used for direct marketing purposes;
- To lodge a complaint with the German Supervisory Authority in case you think that your rights have been breached (website: [www.bfdi.bund.de](http://www.bfdi.bund.de)).

If you wish to exercise one of these rights, please contact our Data Protection Officer at the address indicated in paragraph 11.

You will bear no cost to access your personal information (or to exercise any other right). However, if your request to access is clearly unfounded or excessive, we may charge you a reasonable fee. As an alternative, in such circumstances, we might refuse to meet your demand.

We might need to ask you specific information in order to confirm your identity and to grant you the right of access at your data (or to exercise any of the other rights). This is another appropriate security measure in order to guarantee that personal information is not disclosed to people who are not entitled to receive it.

## 11. Data Protection Officer

The Data Protection Officer, designated by the Controller pursuant to art. 37, section no. 2 of the Regulation, can be reached via:

- mail at the following address: Via Germania, 1 – 37136 Verona (Italia) to the attention of “*Responsabile della protezione dei dati*” (Data Protection Officer);
- e-mail at the address: [dpo@injob.com](mailto:dpo@injob.com)

## 12. Changes to the privacy policy

Our privacy policy may be amended from time to time and any change will be communicated to the Candidate via e-mail or with a notice on our website.