

Data protection information for applicants

In the following, we would like to inform you about how and why we process your personal data and the rights provided to you in this respect under the General Data Protection Regulation (GDPR).

1. Responsible Body

ACCONSIS GmbH Wirtschaftsprüfungsgesellschaft

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Managing Director:

Stefan Herzer, Chartered Accountant, Tax Consultant, MBA

Kerstin Weidenbach-Koschnike, Certified Public

Accountant, Tax Consultant

Christoph Zelaskowski, Certified Public Accountant, Tax Consultant

ACCONSIS GmbH Steuerberatungsgesellschaft

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Dr. Andreas Hofner, Lawyer, Tax Consultant

Dr. Christopher Arendt, Lawyer

Agnes Fischl-Obermayer, Lawyer, Tax Consultant

Regine Funke-Lachotzki, Chartered Accountant, Tax Consultant

Julia Gebelein, Dipl. Betriebswirtin (FH)

Rolf Hackspiel, Tax Consultant

Renate-Carolin Hoser, Tax Consultant

Thomas Knopf, Dipl.-Kfm., Tax Consultant

Robert Niederberger, Tax Consultant

Klaus Nützl, Dipl.-Bankbetriebswirt (BA)

Jörn Rathjen, Tax Consultant

Kerstin Weidenbach-Koschnike, Certified Public Accountant, Tax Consultant

ACCONSIS GmbH Rechtsanwaltsgesellschaft

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Geschäftsführer:

Klaus Nützl, Dipl.-Bankbetriebswirt (BA)

You can contact our **Data Protection Officer** at:

Christoph Rank

machCon Deutschland GmbH

Robert-Bosch-Straße 1

78234 Engen

datenschutz@acconsis.de

2. Purposes and legal bases of processing

In general, the data we receive from you are processed only for the purposes for which they were collected. Processing for other purposes will only be considered if the necessary requirements pursuant to Art. 6 (4) GDPR are met. In this case, we will, of course, comply with any information obligations in accordance with Art. 13 (3) and Art. 14 (4) GDPR.

We process your personal data in compliance with the provisions set out in the European General Data Protection Regulation (EU GDPR) and the Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG) insofar as this is necessary to make a decision regarding the establishment of an employment relationship with us. The legal basis for this is Art. 88 GDPR in conjunction with Art. 26 of the new Federal Data Protection Act (BDSG-new) as well as Art. 6 (1) lit. b GDPR on the initiation or conclusion of a contract, where applicable. Insofar as you give us express consent to the processing of your personal data for specific purposes, the lawfulness of the processing is based on Art. 6 (1) lit. a GDPR. A granted consent can be revoked at any time with effect for the future. In cases where the consent also relates to the processing of special categories of personal data according to Art. 9 GDPR, we will point this out specifically in advance. In cases where the processing of your personal data is required for the defense of claims asserted against us in connection with the employment relationship, the processing takes place on the basis of Art. 6 (1) lit. f GDPR.

If required and permitted by law, we process your data beyond the actual purpose of the contract to fulfill legal obligations in accordance with Art 6 (1) lit. c GDPR. In addition, processing is carried out to protect legitimate interests pursued by us or a third party in accordance with Art. 6 (1) lit. f GDPR. We will inform you separately

about this, stating the legitimate interest, insofar as this is prescribed by law. In cases where the processing of personal data takes place based on Art. 6 (1) lit. f GDPR to protect legitimate interests, you have the right to object, on grounds relating to your particular situation, to the processing of this data at any time pursuant to Art. 21 GDPR. We will then no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing. These must override your interests, rights and freedoms or the processing must be necessary for the establishment, exercise or defense of legal claims.

In accordance with Art. 88 GDPR in conjunction with Sec. 26 BDSG-new, should an employment relationship between you and us be established, we can further process personal data already received from you for the purposes of the employment relationship should this be necessary to carry out or terminate the employment relationship or to exercise or fulfill rights and obligations related to representing employee interests arising from a law, collective agreement, or a works or service agreement.

3. Duration of data storage

We process your data until they are no longer required for making a decision about your application. The personal data and/or application documents provided by you are deleted no later than six months after the application process is completed unless a longer retention period is legally required or permitted.

Storage of your data beyond the above-mentioned purposes only takes place if we are subject to specific retention and documentation obligations, e.g. under Commercial Law (Handelsgesetzbuch, HGB) or the German Fiscal Code (Abgabenordnung, AO). The retention and documentation periods specified by these are two to ten years.

In addition, the storage duration is also based on the statute of limitations, which, in accordance with Sec. 195 et. seq. of the German Civil Code (Bürgerliches Gesetzbuch, BGB), is generally three years but may be up to 30 years in certain cases.

In principle, we review all of our data towards the end of the calendar year to determine whether they are still required for further processing. However, due to the large volume of data, this review takes place with respect to specific data types or processing purposes.

If you consented to a longer storage of your personal data, we will store your data according to the storage period stipulated in the consent.

Should you be hired after the application process is completed, your data will remain stored and will subsequently be transferred to your personnel file to the extent that this is required and permitted by law.

Under certain circumstances you may receive an invitation to be included in our talent pool after the completion of the application process. This allows us to keep you in mind for any suitable openings in the future. If you provide the appropriate consent, your data will be stored in our talent pool based on this consent.

4. Data recipients

Within our company, your personal data are only made accessible to those departments and employees who need this data to fulfill contractual and legal obligations or to pursue our legitimate interests.

In addition, your personal data are processed on our behalf based on data processing agreements in accordance with Art. 28 GDPR. In these cases, we ensure that the processing of personal data takes place in compliance with the provisions set out in the GDPR. In this case, personal data are disclosed to the following categories of recipients:

Managing Directors: Stefan Herzer, Dr. Andreas Hofner, Agnes Fischl-Obermayer, Regine Funke-Lachotzki, Thomas Knopf, Rolf Hackspiel, Dr. Christopher Arendt, Jörn Rathjen, Renate-Carolin Hoser, Robert Niederberger, Kerstin Weidenbach-Koschnike, Julia Gebelein, Klaus Nützl, Christoph Zelaskowski

Senior management: Julian Haas, Sandra Losse, Claudia Goerge, Galina Grinick, Janet Augsburg, Andreas Jovanic, Kristina Kohl, Pia Lösch, Thomas Knopf, Nicolai Utz, Johannes Franz

Human resources: Christine Nassl

Otherwise, data are only transferred to recipients outside of our company if permitted or required by law, if the transfer is necessary to execute and thus fulfill the contract or, upon your request, to carry out pre-contractual measures, if we have obtained your consent or if we are authorized to provide the corresponding information.

5. Categories of personal data

We only process personal data that you provided to us in connection with your application. These may include general information about you, such as your name, address, contact details or similar, but also information regarding your professional qualifications, education, advanced training/professional development, as well as any additional data you provided to us.

6. Your rights

All data subjects have the following rights:

- ✓ Right of access in accordance with Art. 15 GDPR
- ✓ Right to rectification in accordance with Art. 16 GDPR
- ✓ Right to erasure in accordance with Art. 17 GDPR
- ✓ Right to restriction of processing in accordance with Art. 18 GDPR
- ✓ Right to notification in accordance with Art. 19 GDPR
- ✓ Right to data portability in accordance with Art. 20 GDPR

In order to enforce these rights, please contact:

Christoph Rank

machCon Deutschland GmbH
Robert-Bosch-Straße 1
78234 Engen
datenschutz@acconsis.de

In accordance with Art. 77 GDPR, you also have the right to lodge a complaint with a supervisory authority. This right is without prejudice to any other administrative or judicial remedy.

In particular, you have the right to object to the processing of your data for direct marketing purposes in accordance with Art. 21 (1) and (2) GDPR if the processing takes place on the basis of a balance of interests.

7. Data sources

Only personal data that were provided by you for contact purposes or in connection with your application are processed.

8. Transmission to a third country

A data transfer to third countries (outside the European Union resp. the European Economic Area) only takes place within the administrations of applicants.

Here, we adhere to the data minimization principle and use as little data as possible.

The submitted application documents are not transferred to any third country. For the administration of applications, we use the software "Trello" which is provided by Atlassian. Pty Ltd, Level 6, 341 George Street, Sydney NSW 2000, Australia.

Standard contractual clauses have been concluded accordingly and thus appropriate safeguards are in place in accordance with Article 46 (2) lit. c DSGVO. For more information, please see the privacy policy:
<https://www.atlassian.com/legal/privacy-policy>

9. Provision of personal data

In principle, the provision of personal data for the purposes of concluding, executing and fulfilling contracts or carrying out pre-contractual measures is neither legally nor contractually required. Therefore, you are not obligated to provide personal details. However, please keep in mind that these are generally required for making decisions about contract conclusions, contract fulfillment and pre-contractual measures. If you do not provide any personal data to us, we may not be able to make decisions relating to contractual measures.

10. Automated decision-making

We do not use fully automated decision-making processes.