

## Privacy Policy for applicants

This Privacy Policy informs you about how altona Diagnostics GmbH as the website operator and its affiliated companies (hereinafter referred to as the altona® Group) process your personal data when you apply for a position advertised by us on the website. It also describes your privacy rights, including the right to object to some of the processing that the altona® Group carries out.

For more information about your rights and how to exercise them, please see the "Your Rights" section.

This Privacy Policy applies in addition to our existing [General Privacy Policy](#). In this, you can obtain specific information about the processing of your personal data in the context of your visit to the website or in the case of topics that are not specific to your application.

## Contents

1. Controller
2. Data Collection
3. Purposes of Processing Personal Data
4. Legal Bases
5. Data Recipients
6. Talent Pool
7. Your Rights
  - 7.1 Right of Access
  - 7.2 Right to Rectification or Erasure
  - 7.3 Right to Restriction of Processing
  - 7.4 Right to Data Portability
  - 7.5 Right to Object to Processing
  - 7.6 Objection to or Revocation of your Consent to the Processing of your Data
  - 7.7 Right to Lodge a Complaint with the Supervisory Authority
8. Retention Period

### 1. Controller

The controller for the processing of personal data within the meaning of Art. 4 Nr. 7 of the General Data Protection Regulation ("GDPR") is the company named in the job advertisement.

We have appointed a Data Protection Officer for our company. You can reach them at [datenschutz@altona-diagnostics.com](mailto:datenschutz@altona-diagnostics.com) or our respective postal address with the addition "the Data Protection Officer".

### 2. Data Collection

#### a) Categories of personal data

As part of the selection process, we collect and process the following categories of personal data:

- information from the application form (this includes, for example, title, first and last name, e-mail, address, age and birth date, telephone number, desired salary and earliest start date)
- uploaded/submitted application documents (this includes, for example, resumé, cover letter, professional development data, qualifications, certificates, language skills and photos)

#### b) Use of (technical) aids

We may also obtain the above-mentioned data about you from other sources, including external partners, e.g. personnel service companies.

We may also receive data that you have made public on professionally oriented social networks, such as LinkedIn, XING or that you transmit to us via other websites, such as job boards.

Among other things, we use Microsoft Teams as an online conferencing tool for communicating with applicants. If you communicate with us by video conferencing via the Internet, your personal data will be collected and processed by us and the provider.

The provider is Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA.

Conferencing tools collect all data that you provide/use for using the tools (e-mail address and/or your telephone number). The conferencing tools also process the duration of the conference, the start and end (time) of participation in the conference, the number of participants, and other "contextual information" in connection with the communication process (metadata).

Please note that we do not have full influence on the data processing operations of the tools used.

Details on data processing can be found in the Microsoft Teams' Privacy Policy: <https://privacy.microsoft.com/de-de/privacystatement>

### **3. Purposes of Processing Personal Data**

We process your personal data exclusively for the following purposes:

- a) Execution of the application process
- b) Deciding whether to enter into an employment relationship
- c) If you have granted your consent to be included in our talent pool
- d) Making contact on the basis of your unsolicited application
- e) Defense against legal claims arising from the application process

### **4. Legal Bases for Data Processing**

#### **a) Data processing for the decision of whether to enter into an employment relationship**

If you apply for a job with us, we process the data collected as part of the application process in accordance with Art. 6 Abs. 1 lit. b) DSGVO in conjunction with 88 (1) GDPR.

#### **b) Data processing on the basis of your consent**

If you have given us your consent to data processing, we will process your data in accordance with Art. 6 (1) lit. a) GDPR in conjunction with Art. 88 (1) GDPR. Consent can be revoked at any time.

#### **c) Data processing of data from social networks**

If we have personal data that you have made public in professionally oriented social networks such as LinkedIn, XING; the legal basis for the processing of this data is Art. 6 (1) lit. f) in conjunction with Art. 9 (2) lit. e) GDPR.

#### **d) Data processing to defend against legal claims arising from the application process**

Insofar as this is necessary to defend against legal claims asserted against us from the application process, we process your personal data in accordance with Art. 6 (1) lit. b) and lit. f) GDPR. The legitimate interest is, for example, a burden of proof in proceedings under the General Equal Treatment Act (AGG) or the European Equal Treatment Directives.

## 5. Data Recipients

The recipient of the data is the company to which you have applied. Only those persons who are responsible for carrying out the application process, e.g. the HR department, the respective manager, etc., have access to your personal data.

If you have not applied directly to altona Diagnostics GmbH, but rather to one of its related companies, your personal data will be passed on to altona Diagnostics GmbH. altona Diagnostics GmbH is commissioned on behalf of its related company on the basis of contracts pursuant to Art. 28 GDPR as a processor.

Furthermore, personal data is also processed on our behalf by providers of systems for applicant management and applicant selection procedures on the basis of contracts in accordance with Art. 28 GDPR. In particular, we use the service provider DPS Business Solutions GmbH, which provides us with an application form that you can access via the "Apply now" button. The personal details and uploaded documents you provide in the application form are then automatically imported into our applicant management software Sage. Further information on the service provider can be found at the following link: <https://www.dps-bs.de/produkte/sage-hr-suite/bewerbermanagement/>.

There is no transfer of personal data to third parties that is not related to the applicant management and selection process or the purposes described in the section "Nature and purposes of the processing of personal data".

As a matter of principle, we limit the disclosure of your personal data to what is necessary, taking into account the data protection regulations. In some cases, the recipients receive your personal data as processors and are then strictly bound by our instructions when handling your personal data. In some cases, the recipients act with sole responsibility subject to data protection law and are also obliged to comply with the requirements of the GDPR and other data protection regulations.

If the transmissions involve a transmission of personal data to recipients outside of the European Union / the European Economic Area, the processing is carried out, for example, on the basis of special guarantees, such as the officially recognized determination of a level of data protection corresponding to the EU (e.g. through the „EU-US Data Privacy Framework“ for the USA) or compliance with officially recognized special contractual obligations (so-called "standard contractual clauses").

We reserve the right to disclose information about you in the event of a legal obligation if we are required to do so by lawful authorities or law enforcement agencies. The legal basis is Art. 6 Abs. 1 c) GDPR.

## 6. Applicant Pool

During the application process, we will decide whether to offer to add you to our talent pool. This is a database in which your application data will be stored in case a suitable position becomes available in the future. If a suitable position becomes available for you, we would then contact you using the contact details you have provided.

We will contact you separately by e-mail or telephone if we decide to offer you inclusion in the talent pool and give you the opportunity to prevent your profile from being automatically erased.

If you wish to be included in the talent pool, you agree that we may store your data and contact you regarding other job offers.

## 7. Your Rights

### 7.1. Right of access, Art. 15 GDPR

You have the right of information about the personal data stored about you in our company. To do so, please contact the above-mentioned controller.

## **7.2. Right to rectification or erasure, Art. 16, 17 GDPR**

You can correct your personal data by sending an e-mail to [jobs@altona-diagnostics.com](mailto:jobs@altona-diagnostics.com). You can also request the erasure of your data under certain conditions.

## **7.3. Right to restriction of processing, Art. 18 GDPR**

Under the conditions of Art. 18 GDPR, you may request the restriction of the processing of your data, e.g. if the accuracy of your data is disputed and is to be verified by us.

## **7.4. Right to data portability, Art. 20 GDPR**

If the conditions of Art. 20 GDPR are present, the data will be made available to you in a structured, common and machine-readable format.

## **7.5. Right to object to processing, Art. 21 GDPR**

Insofar as we base the processing of your personal data on the balancing of interests (Art. 6 Abs. 1 f) GDPR), you may object to the processing if there are reasons for doing so that arise from your particular situation. When exercising such an objection, we ask you to explain the reasons why we should not process your personal data as we have done. In the event of your justified objection, we will examine the situation and either discontinue or adapt the data processing or point out to you our compelling reasons worthy of protection, on the basis of which we will continue the processing.

## **7.6 Objection to or revocation of your consent to the processing of your data**

If you have given your consent (Art. Art. 6 Abs. 1 a) GDPR) to the processing of your data, you can revoke it at any time. Such a revocation affects the permissibility of the processing of your personal data after you have given it to us. Please note that the revocation is only effective for the future. Processing that took place on the basis of your consent before the revocation is not affected by this.

## **7.7 Right to lodge a complaint with a supervisory authority, Art. 77 GDPR**

In addition, you have the right to lodge a complaint with a supervisory authority at any time.

## **8. Retention Period**

We store your personal data for a period of 6 months after completion of the recruitment process, unless agreed otherwise. This is necessary for the burden of proof in proceedings under the General Equal Treatment Act (AGG).

Furthermore, we store your data for this duration, in the case of an alternative job advertisement for which you are a suitable candidate.

You can request the withdrawal of your application by contacting us at [jobs@altona-diagnostics.com](mailto:jobs@altona-diagnostics.com).

If your application is successful, we will store your personal data for the entire duration of your employment relationship. In this case, you will receive a separate privacy policy from us with the commencement of the employment relationship.