

Privacy Policy Applicant Portal (Softgarden)

Our company attaches great importance to the protection of personal data and respects your wish for privacy. In the following, we inform you about the collection of personal data when using our applicant portal on our website www.borbet.de. If you have any further questions regarding the handling of your personal data, please do not hesitate to contact our data protection officer.

1 Responsible

The responsible person within the meaning of the General Data Protection Regulation (GDPR) is:

BORBET GmbH
Hauptstraße 5
D-59969 Hallenberg-Hesborn
Telefon: +49 2984 301 0
Telefax: +49 2984 301 110
E-Mail: info@borbet.de

2 Data Protection Officer

Personal/Confidential
To the Data Protection Officer
BORBET GmbH
Hauptstraße 5
D-59959 Hallenberg-Hesborn
E-Mail: datenschutz@borbet.de

3 Job processing

For the efficient implementation of application procedures, we use an applicant management system from softgarden E-Recruiting GmbH, Tauentzienstr. 14, 10789 Berlin (contact: datenschutz@softgarden.de), which operates the applicant management as a processor within the meaning of Art. 4 No. 8 DSGVO. A contract for order processing in accordance with Art. 28 DSGVO has been concluded with the provider, which ensures compliance with the provisions of data protection law. We remain your first point of contact for exercising your data protection rights and for handling the application process. You can contact us directly or, if indicated, confidentially contact the data protection officer using the details of the data controller given above.

4 Subject of data protection

The subject of data protection is the processing of personal data, in this case in the context of applicant management. According to Art. 4 No. 1 of the Data Protection Regulation, this includes all information relating to an identified or identifiable natural person (hereinafter referred to as the "data subject") that is required for the implementation of the application procedure and the initiation of an employment relationship, Section 26 of the German Federal Data Protection Act (BDSG).

In addition, within the scope of the use of the applicant management, data related to the use, so-called usage data, is also collected. Usage data is data that is required to operate our websites, such as information on the start, end and scope of use of our website, including

login data. This processing is in accordance with the provisions of data protection and telemedia law.

In the context of the application procedure and/or the use of the system, processing activities may also take place that are carried out either on the basis of legitimate interest pursuant to Art. 6 Para. 1 lit. f. DSGVO or on the basis of your consent pursuant to Art. 6 para. 1 lit. a DSGVO. Processing activities which are subject to a legal obligation to process or which are in the public interest, Art. 6 (1) (c) and (e) DSGVO, such as in the context of criminal prosecution or investigations by state authorities, also come into consideration. Through individual settings in your web browser, the configuration of the corresponding cookie settings and your user behaviour, you can determine and control the scope of the processing yourself..

5 Collection and use of your data

5.1 Visit the website

For operational and maintenance purposes and in accordance with the provisions of telemedia law, interaction is recorded ("system logs"), which are necessary for the operation of the website or processed for system security purposes, for example to analyse attack patterns or unlawful usage behaviour ("evidence function").

Your internet browser automatically transmits the following data when you access our applicant portal:

- Operating system of the end device with which you visit our website
- Browser (type, version & language settings)
- the amount of data retrieved
- the current IP address of the end device with which you are visiting our website
- date and time of access
- the URL of the previously visited website (referrer)
- the Internet service provider of the accessing system

The collection of this data is technically necessary in order to display our applicant portal and to ensure stability and security. We (and our service provider) do not regularly know who is behind an IP address. We do not combine the data listed above with other data.

The legal basis is Art. 6 para. 1 p. 1 lit. f DSGVO. Since the collection of data for the provision of the website and the storage in log files are absolutely necessary for the operation of the applicant portal and for protection against misuse, our legitimate interest in data processing prevails at this point. Log files are automatically deleted by us after 6 weeks.

5.2 Cookies

We store so-called "cookies" in order to offer you a comprehensive range of functions and to make the use of our websites more comfortable. "Cookies" are small files that are stored on your computer with the help of your internet browser. If you do not wish "cookies" to be used, you can prevent them from being stored on your computer by making the appropriate settings in your internet browser. Please note that the functionality and scope of functions of our offer may be limited as a result.

The legal basis for possible processing of personal data by means of cookies and their storage period may vary. If you have given us your consent, the legal basis is Art.6 para.1 p.1 lit. a DSGVO, § 25 para. 1 p. 1 TTDSG. Insofar as the data processing is based on our overriding legitimate interests, the legal basis is Art.6 para.1 p.1 lit. f DSGVO. The stated purpose then corresponds to our legitimate interest.

We set the JSESSIONID cookie on the applicant portal page as a technically necessary session cookie. This stores a so-called session ID, with which various requests from your browser can be assigned to the joint session. This enables your computer to be recognised

when you return to our website. This session cookie is deleted when you log out or close the browser.

Optional cookies that are used on the basis of consent are only set after you have consented to their use. Here we use cookies to ensure the proper operation of the portal as well as to provide basic functionality - with your consent - to tailor our services to preferred areas of interest. The cookies used on this website can be found here: <https://www.borbet.de/en/datenschutz/cookie>.

When you access our website, you will be informed by an information banner of our Consent Management System about our use of cookies and asked for your consent to the use of certain cookies, especially those relevant for the personalisation of services and for marketing measures. Once you have given your consent, you can revoke it at any time with effect for the future in our Consent Management Tool, which you can access via the icon/cookie symbol displayed at the bottom left of your browser or via the link <https://www.borbet.de/datenschutz/cookie>. You can also revoke your consent at any time via the link <https://www.borbet.de/datenschutz/cookie>.

You can delete cookies already stored on your end device at any time. If you wish to prevent cookies from being saved, you can do this via the settings in your internet browser. Please note that individual functions of our website may not work if you have deactivated the use of cookies.

6 Use of the portal

6.1 Application process

As part of the application process, you can set up and manage an account in the applicant portal after configuring a user name and password. You can use further options in the softgarden applicant management system beyond the individual application and make your individual settings (e.g. inclusion in a talent pool).

For an efficient and promising application, you can provide the following information as part of your application to us:

- Contact details (address, telephone number)
- Curriculum vitae data e.g.
 - o School education
 - o Vocational training
 - o Work experience
 - o Language skills
- Profiles in social networks (e.g. XING, LinkedIn, Facebook)
- Documents in connection with applications (application photos, cover letter, references, work samples, etc.)

The legal basis for processing for the purpose of carrying out the application procedure and initiating an employment relationship is Section 26 (1) BDSG. Furthermore, the use of the applicant management system by us is in the legitimate interest pursuant to Art. 6 para. 1 lit. f DSGVO. If consent within the meaning of Art. 6 Para. 1 lit. a DSGVO is required for a specific processing activity, we will obtain this separately and transparently from you.

6.2 Passing on data

Your data will not be disclosed to unauthorised third parties in the context of applicant management and will be processed for the purposes stated in this data protection declaration. For example, the inspection by our internal departments and specialist managers is in the legitimate interest, insofar as knowledge of the details from the application process is necessary and permissible for the selection of applicants or internal administrative purposes of the company. For this purpose, your details may be forwarded to third parties within the company by e-mail or within the management system. The legal basis may be § 26 para. 1 BDSG, Art. 6 para. 1 lit. f as well as Art. 6 para. 1 lit. a DSGVO.

The transfer to third parties also takes place within the framework of order processing pursuant to Art. 28 DSGVO, i.e. within the framework of processing activities in which we have a legitimate interest in outsourcing processing activities. For this purpose, we take the necessary measures to ensure compliance with data protection regulations.

A transfer to external third parties may also take place for the defence of legal claims on the basis of legitimate interest or in the context of the investigation of or disclosure to government agencies, insofar as a law requires this or there is an obligation to disclose. The information obligations vis-à-vis data subjects within the meaning of Articles 13 and 14 of the GDPR are ensured in advance of the transfer in question, insofar as these are to be fulfilled separately.

6.3 Feedback Modul

Accompanying your application, we may ask you to submit your feedback after an interview and 3 months after you are hired. We will send you an invitation link that will lead you to the rating system to submit your feedback. The purpose of the processing is the further development and optimisation of our recruiting and application processes as well as the corporate image.

For this purpose, the following data are processed automatically:

- Contact details (name, e-mail)
- Position title of the job you have applied for
- Location of the position
- Job category
- Applicant identifier

The feedback itself is stored anonymously in the database. No personal reference is made. In addition to a star rating for individual questions, you have the opportunity to leave comments here. We expressly ask you not to leave any personal data in the comments. The information collected in this way can be displayed together with your feedback on our rating page or transmitted to external partners such as kununu.

Participation is purely voluntary and only takes place with your consent, without which it is not possible to provide feedback. The legal basis is Art. 6 para. 1 p. 1 lit. a DSGVO.

6.4 Sharing functions (social sharing)

It is possible to share the job advertisements on various social networks. Different buttons are offered for each network. After clicking on one of these buttons, you will be referred to the respective networks and will be taken to their login pages. These buttons are not plug-ins and do not transmit any personal data directly to the operators of the social networks.

Currently, the job advertisements can be shared on the following social networks:

- Facebook (<https://de-de.facebook.com/privacy/explanation>)
- Instagram (Instagram: <https://help.instagram.com/155833707900388>)
- Xing (<https://privacy.xing.com/de/datenschutzerklaerung>)
- Whatsapp (<https://www.whatsapp.com/legal/privacy-policy>)

The legal basis for this processing is Art. 6 (1) lit. f DSGVO. Our legitimate interest is to make it possible for you to share job offers with members of social networks or acquaintances. You can also find out how the aforementioned social networks process your personal data by clicking on the links provided. We have no influence on the processing of your personal data by the social networks.

6.5 Talentpool

As part of your application or via the "Get in touch" button, you have the opportunity to recommend yourself for our talent pool. The processing is necessary in order to be automatically considered for further job advertisements, i.e. for similar or otherwise suitable positions.

If you register for the talent pool via the "Get in touch" button, the following information will be requested:

- Salutation, academic title (optional)
- First name, last name, e-mail address
- Job fields of interest
- Current career level
- Preferred location(s)
- XING profile or CV

Inclusion in the talent pool is purely voluntary with your consent as well as through the use of an opt-in link. The legal basis is Art. 6 para. 1 lit. a) DSGVO. Furthermore, we will write to you after 6 months to ask whether you would still like to be part of the talent pool.

6.6 CV parsing "Textkernel"

We process and analyse documents uploaded by you using AI to extract CV data and convert it into a structured form (so-called "CV parsing").

To ensure data subject rights and security standards, a contract for commissioned processing has been concluded with the providing service provider. The processor is the ISO27001-certified provider Textkernel B.V. Nieuwendammerkade 26 A 5, (1022AB) Amsterdam, the Netherlands. The data processing takes place on a server in Germany in a secure environment.

The legal basis for processing is Section 26 (1) of the German Federal Data Protection Act (BDSG) and Article 6 (1) sentence 1 lit. f of the German Data Protection Act (DSGVO) in order to initiate an employment relationship and to make the application process efficient for you. Personal data will not be transferred to unsafe third countries. Your data will be deleted from the cache after processing.

6.7 Automated decision making

Automated decision-making does not take place. Should this be or become necessary, we will obtain transparent consent at the appropriate point in advance of the processing.

7 Your rights

We will be happy to provide you with information on whether and which of your personal data is processed by us and for what purposes (Art. 15 DSGVO). In addition, you have the right to rectification (Art. 16 GDPR), the right to restriction of processing (Art. 18 GDPR), the right to erasure (Art. 17 GDPR) and the right to data portability (Art. 20 GDPR) under the respective legal conditions.

You have the right to object to processing under the legal conditions (Art. 21 DSGVO).

To exercise your above rights, please contact us by e-mail at datenschutz@borbet.de or by post at BORBET GmbH, Hauptstraße 5, D-59969 Hallenberg. The exercise of your above rights is free of charge for you.

Without prejudice to these rights and the possibility of seeking any other administrative or judicial remedy, you may at any time exercise your right to lodge a complaint with a supervisory authority, in particular in the Member State of your residence, place of work or the place of the alleged infringement, if you consider that the processing of personal data relating to you infringes data protection law (Article 77 DSGVO).

The supervisory authority responsible for us is the:

State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia.

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