

Duty of disclosure in the event of data collection as per Article 13 of the GDPR

1. Designation of processing activities

Application management

2. Identity of the accountable body and contact details of the joint controller (Heliograph Holding Group, represented by the following companies):

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Further information about Heliograph Holding GmbH, details about authorized representatives and other contact options can be found in the Imprint section on our website:

<https://www.heliograph-holding.com/impressum/>

3. Data Protection Officer contact details

Mr. Thomas Cedzich can be contacted via datenschutz@heliograph-holding.com

4. Purposes of the processing

You have applied to enter into an employment relationship in our Group.

We are processing your personal data to complete the application process initiated by you and are checking your suitability for the advertised post (or potentially other vacancies in our

Group) on the basis of your details.

If you are added to a pool of applicants, we use this data to keep potential applicants on file. This is only possible with your consent.

5. Legal grounds for processing and providing your data

Your data is processed on the basis of §26 (1) of the German Federal Data Protection Act (BDSG). The data processing is required for decisions on creating an employment relationship.

Provided you have given us consent to process personal data for specific purposes (e.g. inclusion in our applicant pool), this processing is lawful on the basis of your consent (Article 6, para. 1 (a) of the GDPR).

We can also process your personal data if it is necessary to do so in order to comply with legal obligations (Article 6, para. 1 (c) of the GDPR) or defend legal claims made against us. Article 6, para 1 (f) of the GDPR constitutes the legal grounds for this. Legitimate interest is, for example, the obligation to provide evidence in proceedings under the German General Act on Equal Treatment (AGG).

The provision of personal data as part of application processes is not prescribed by law or contract. You are not therefore required to provide details about your personal data. However, please note that these details are necessary for making decisions about an application / the conclusion of a contract relating to an employment relationship with us. If you do not provide any personal data, we cannot make a decision about creating an employment relationship. As part of your application, we recommend giving only the personal data that is necessary for carrying out the application procedure.

6. Categories of personal data

As part of the application procedure, we process all applicant data you send us. This can take the form of general data relating to you (name, address, contact details, etc.), information about your professional qualifications and education, information about your professional training and possibly other data that you send to us in connection with your application.

7. Recipients or categories of recipients of personal data

Your personal data can be sent to the following recipients: Affiliated Heliograph Holding GmbH companies you have applied to.

Recipients within our Group who are involved in carrying out the application process (e.g. section heads, department heads, HR, management team).

IT service providers, applicant software tool: For some operational and maintenance activities, we commission carefully selected third-party processors in accordance with Article 28 of the GDPR.

8. Transferring personal data to a third country

We do not plan to transfer data to a third country.

9. Automated decision-making

Decisions are not made on an automated basis.

10. Duration of storage of personal data

If you are not appointed, your application documents will be deleted after six months.

If you have consented to further storage of your personal data, we will add your data to our applicant pool. The data will be deleted from this pool after two years.

If you are appointed to a post during the application process, the data will be transferred from

the applicant data system to our personnel information system.

11. Data subject rights

As per the General Data Protection Regulation, you may avail yourself of the following rights:

If your personal data is processed, you have the right to obtain information about the data stored relating to your person (Article 15 of the GDPR).

Should incorrect personal data be processed, you have a right to rectification (Article 16 of the GDPR).

Provided the statutory conditions are met, you may issue a request for deletion or for restriction of processing or object to such processing (Articles 17, 18 and 21 of the GDPR).

You have a right to data portability (Article 20 of the GDPR).

If you have any questions about the processing of your personal data or you wish to assert your rights, please contact Heliograph Holding GmbH or the Heliograph Group company you applied to (see Section 2 above). You can also make direct contact with the Data Protection Officer at Heliograph Holding GmbH referred to in Section 3.

In addition, you can lodge a complaint with a supervisory authority if you believe that we are not processing your data in compliance with data protection regulations. As a general rule, you can do this by contacting the supervisory authority for your usual residence or place of work or for our registered address. You can find the relevant contact details (in German) by clicking the following link:

https://www.datenschutzwiki.de/Aufsichtsbehörden_und_Landesdatenschutzbeauftragte

Further information about data protection is available on our website at

<https://www.heliograph-holding.com/data-privacy/?lang=en>