

## **DATA PROTECTION FOR ONLINE JOB APPLICATIONS**

Thank you for your interest in our online job vacancies. HCS Group GmbH takes the protection of your personal data very seriously.

In accordance with the applicable data protection regulations, in particular the German Federal Data Protection Act (BDSG), we would like to inform you about the collection, processing and use of your data as part of online job applications. If personal data is transmitted to our companies abroad, the data protection regulations of the respective country in which your data is "processed" also apply.

### **Sensitive data pursuant to Section 3 BDSG:**

We would like to draw your attention to the fact that job applications, in particular CVs, testimonials and other data sent to us by you, can include particularly sensitive information about mental and physical health, racial or ethnic origin, political opinions, religious or philosophical beliefs, membership of trade unions or political parties, or sex life.

If you submit such information to us in your online job application, you therefore expressly agree that the HCS Group may collect, process and use this data for the purpose of handling the application. The processing of this data is carried out in accordance with this privacy policy and other relevant legislation.

### **Technical data:**

In addition, technical information is automatically sent to us from your web browser when you visit our websites. This includes, for example, information about the browser you are using, information about the operating system, the time and date of your visit, and, if applicable, the referrer URL. This information is exclusively used for statistical purposes and for designing our internet presence in accordance with needs. You as a user remain anonymous.

This data is not combined with data from your application.

### **Purpose of the data collection / transferral**

The collection and processing of your personal job application data is exclusively intended for filling job vacancies within our group of companies. Your data will only be sent to the company's internal offices and specialist departments that have advertised the job vacancy and are responsible for the specific application procedure. Your personal application data will not be transferred to other companies in the HCS Group without your prior, explicit consent.

No further use or distribution of your application data to third parties takes place.

### **Right to request information about, revoke, correct and delete your data**

You have of course the right at any time to withdraw the consent given to us as well as to request information about, correct or delete your data stored with us. In order to exercise the aforementioned or other rights relating to data protection, please contact:

**HCS Group GmbH**  
Gateway Gardens  
Edmund-Rumpler-Str. 3  
D-60549 Frankfurt  
Germany  
Email: [personal@h-c-s-group.com](mailto:personal@h-c-s-group.com)

### **Retention period for job application data**

Your personal job application data will generally be automatically deleted four months after completion of the job application procedure. This does not apply if statutory provisions conflict with a deletion, further retention is necessary for the purpose of providing proof, or if you have expressly agreed to longer retention.

### **Consent**

By submitting the email job application, you expressly agree that HCS Group may collect, process and use the data you submit to us for the purpose of processing the job application and that you accept our data protection regulations.

Your data will only be transmitted if you send your application documents by email to the aforementioned reception email address.

**Retention for future job vacancies**

If you are interested in future job vacancies, please indicate in your application email that we have your authorisation to retain your application documents for longer.

By indicating that the data may be retained for longer, you expressly agree that we may retain the applications for a period of two years so that we can also take them into consideration in regard to future job vacancies.

**Amendments to this privacy policy**

We reserve the right to adapt this data protection policy to accord with technical and legal requirements at any time.

Date: 22 May 2017