

Privacy Notice of TUNAP GmbH & Co. KG for job applicants

The protection of your personal data has a high priority for TUNAP GmbH & Co. KG (hereinafter TUNAP). It is important for us to inform you of what personal data is collected, how it is used, and what rights and objection possibilities you have. In these privacy notices, job applicants will find all the information concerning data processing during the application process.

This Privacy Policy applies in supplementation to our General Privacy Policy and the Privacy Policy for our website, which you can view at <https://www.tunap.com/en/tunap/rechtliches/datenschutz.php>

1. Name and contact details of the controller

Controller within the meaning of article 13 para. 1 lit. a GDPR is:

TUNAP GmbH & Co. KG
Bürgermeister-Seidl-Straße 2
82515 Wolfratshausen
Phone: 08171 16 00 0
E-Mail: info@tunap.com
www.tunap.com

You can reach our data protection officer at the e-mail address datenschutz@tunap.com and at the phone number 08171 42 88 55 0.

2. Storage Duration

Unless a more specific storage period has been specified within this data protection declaration, your personal data will remain with us until the purpose for the data processing no longer applies. If you assert a legitimate request for deletion or revoke your consent to data processing, your data will be deleted unless we have other legally permissible reasons for storing your personal data (e.g. retention periods under tax or commercial law); in the latter case, the data will be deleted once these reasons no longer apply.

3. Transfer of data

In principle, your data will only be forwarded to the internal units and departments of our company responsible for the specific application process.

In addition, we use external service providers, so-called processors, who may also process or view personal data as part of their service. We have concluded special contracts (so-called "data processing agreements") with these processors. In this case, TUNAP remains responsible for the protection of your data. We commission processors in particular in the following areas: IT services, applicant management system/software and personnel diagnostics.

4. Data collection in the application process

4.1 Submission of your application

If you send us an application, we will process your associated personal data (e.g. contact and communication data, application documents, notes taken during interviews, etc.) insofar as this is necessary to decide on the establishment of an employment relationship. The legal basis for this is § 26 BDSG and § 22 para. 1 lit. b BDSG. If we view public profiles of you in professional networks, this is done on

the basis of our legitimate interest in obtaining a clear brief profile of you (Art. 6 para. 1 lit. f GDPR in conjunction with Art. 9 para. 2 lit. e GDPR).

Furthermore, we may process personal data about you insofar as this is necessary for the defense of asserted legal claims against us arising from the application process. The legal basis for this is Art. 6 para. 1 lit. b and f GDPR. The legitimate interest is, for example, a duty to provide evidence in proceedings under the General Equal Treatment Act (AGG).

If the application is successful, the data submitted by you will be stored and processed in our data processing systems on the basis of §26 BDSG and Art. 6 para. 1 lit. b GDPR for the purpose of implementing the employment relationship.

Storage Duration

We store your personal data for as long as is necessary for the decision on your application. If an employment relationship is established, your data will be included in the personnel file and we will store it until the expiry of the statutory retention period (usually 10 years after the end of the employment relationship). If an employment relationship between you and us does not materialize, your data will be deleted six months after completion of the application process. Application documents received by mail will be destroyed in accordance with data protection regulations. This does not apply if legal provisions prevent deletion, if further storage is necessary for the purpose of providing evidence, or if you have expressly consented to longer storage.

Admission to the talent pool

If we do not make you a job offer, you may be able to join our talent pool. In case of admission, all documents and information from the application will be transferred to the talent pool in order to contact you in case of suitable vacancies.

Admission to the talent pool is based exclusively on your express agreement (Art. 6 para. 1 lit. a GDPR). The submission agreement is voluntary and has no relation to the ongoing application procedure. The affected person can revoke his agreement at any time. In this case, the data from the talent pool will be irrevocably deleted, provided there are no legal reasons for storage.

The data from the talent pool will be irrevocably deleted no later than five years after consent has been granted, unless consent is given again.

4.2 Videointerviews via Skype und Microsoft Teams

We may invite you for an interview via Skype or Microsoft Teams (hereafter Teams). Skype is a service of Skype Communications SARL, 23-29 Rives de Clausen, L-2165 Luxembourg, Teams is a service of Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA. Participation in the video interview is voluntary; as an alternative, we will offer you an interview by other means (e.g. by telephone or on-site). If you communicate with us by video or audio conference via the Internet, your personal data will be collected and processed by us and the Skype or Teams provider.

The conference tool collects all data that you provide/enter to use the tool (e-mail address and/or your telephone number). Furthermore, the conference tool processes the duration of the conference, start and end (time) of participation in the conference, number of participants and other "context information" related to the communication process (metadata).

Furthermore, the provider of the tool processes all technical data that is required for the handling of online communication. This includes in particular IP addresses, MAC addresses, device IDs, device

type, operating system type and version, client version, camera type, microphone or speaker, and the type of connection.

If content is exchanged, uploaded or otherwise made available within the tool, this is also stored on the servers of the tool providers. Such content includes, in particular, cloud recordings, chat/instant messages, voicemails, uploaded photos and videos, files, whiteboards and other information shared during the use of the service.

Please note that we do not have full control over the data processing operations of Skype and Teams. Our options are largely determined by the provider's corporate policy. For further information on data processing by

- Skype can be found in Skype's privacy policy: <https://privacy.microsoft.com/en-us/privacystatement/>
- Teams can be found in the Microsoft Teams privacy policy: <https://privacy.microsoft.com/en-us/privacystatement>

Purpose and legal basis

We use Skype and Teams to conduct online job interviews with applicants in order to simplify and accelerate communication and save travel time and travel expenses (legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR).

Storage Duration

Data collected directly by us via Skype or Teams is deleted from our systems as soon as the purpose for storing the data no longer applies. Stored cookies remain on your end device until you delete them. Mandatory legal retention periods remain unaffected.

We have no influence on the storage period of your data, which is stored by the operator of the conference tool for its own purposes. For details, please contact the operator of Skype or Teams directly.

Data Processing

We have concluded data processing agreements (DPA) with the providers of Skype and Teams. This is a contract mandated by data privacy laws that guarantees that they only process the personal data of our conference participants based on our instructions and in compliance with the GDPR.

4.3 Personality questionnaire

During the application process, we may offer you the opportunity to complete a personality questionnaire. This online questionnaire is offered by the provider People Analytica, a division of Katzengruber Development Group GmbH, Schloßhof 7, 82229 Seefeld, with whom we cooperate in the area of diagnostics (hereinafter referred to as People Analytica). Participation in the personality questionnaire is voluntary.

The aim of MPPI personality questionnaires is to objectify the application process. The psychometric procedure offers a scientifically valid standard for making qualifications in the personality area quantifiable, i.e., numerically recordable. This enables a better comparison of the candidates as well as a matching of the personality traits of the applicants with the job requirement profiles. In addition, hidden potentials can be uncovered if necessary.

Personal data is collected and processed as part of participation in the personality questionnaire. This includes the following data:

- Contact data such as name, place of residence, e-mail address, etc.

- Sociodemographic data such as age, profession, etc.
- Answers to the questions posed in the personality profile as part of a self-assessment (self-image)
- Comments on terms or statements in the context of a self-assessment (self-image)

This data is collected by People Analytica (provider of the personality questionnaire) and then transmitted to us. You can find the privacy policy of People Analytica at: <http://www.people-analytica.com/data-protection.html>

The legal basis for the processing of your personal data within the scope of the personality questionnaire is your consent pursuant to Art. 6 Para. 1 lit. a GDPR or § 26 para. 2 BDSG. You can revoke your consent at any time and without giving reasons for the future (see section 5 lit. c).

Within TUNAP GmbH & Co. KG, only those persons will have access to the results of your personality test who are responsible for the specific application process (usually the HR department and the department heads).

Storage duration

The results of the personality questionnaire are stored for as long as is necessary for the decision on your application. If an employment relationship is established, your results will be transferred to our personnel database and will continue to be stored by us. If an employment relationship between you and us does not materialize, your data will be deleted six months after completion of the application process. This does not apply if legal provisions prevent deletion, if further storage is necessary for the purpose of providing evidence, or if you have expressly consented to longer storage.

Data processing agreement

We have concluded a data processing agreement (DPA) with People Analytica. This is a contract mandated by data privacy laws that guarantees that People Analytica only processes the personal data of our applicants only based on our instructions and in compliance with the GDPR.

5. Rights of the data subject

You have the right

- a) to request **information** concerning the categories of the processed data, reasons for the processing, any recipients of the data, the planned duration of storage (Article 15 GDPR);
- b) to request **correction** or supplementation of incorrect or incomplete data (Article 16 GDPR);
- c) to **revoke** at any time a granted consent, with future effect (Article 7 para. (3) GDPR);
- d) in certain cases within the scope of Article 17 GDPR, to request the **deletion** of data – particularly if the data is no longer required for the intended purpose or is processed unlawfully, or if you have withdrawn your consent in accordance with c) above or have declared an objection in accordance with h) below;
- e) under certain conditions, to demand the **restriction** of data if deletion is not possible or the obligation to delete is disputed (Article 18 GDPR);
- f) of **data portability**, i.e. you can obtain the data you have provided to us in common machine-readable format, such as CSV, and if necessary transmit it to others (Article 20 GDPR);
- g) to contact the competent supervisory authority and lodge a **complaint** (Article 77 GDPR). The responsible supervisory authority for data protection issues is the Bavarian State Office for Data Protection, which you can reach via the following contact data:

Bayerisches Landesamt für Datenschutz (BayLDA)

Promenade 27
91522 Ansbach
www.lda.bayern.de
Phone: +49 (0) 981 53 13 00
E-Mail: poststelle@lda.bayern.de

h) Moreover, you have the right to object to data processing that should occur on the basis of a legitimate interest, for reasons arising from your particular situation (Article 21 para. (1) GDPR).

To assert these rights, please use the contact data in paragraph 1. The same applies if you have questions concerning the data processing in our company.

6. Obligation to provide the data

The provision of personal data in the context of application processes is neither legally nor contractually required. You are therefore not obliged to provide information about your personal data. Please note, however, that these are required for the decision on an application or the conclusion of a contract relating to an employment relationship with us. If you do not provide us with any personal data, we will not be able to make a decision regarding the establishment of an employment relationship. We recommend that you only provide personal data in your application that is required to carry out the application.