
*Information sheet in accordance
with Art. 13
EU General Data Protection Regulation (GDPR) of
FORMAT Software Service GmbH
for applicants*

The following contains an overview of the collection, processing and use of your data.

FORMAT Software Service GmbH takes the protection of your personal data very seriously, and processes it in accordance with the respective applicable legal data protection requirements.

1. Who is responsible for data collection, processing and use, and who can I contact?

1.1 Responsible party:

FORMAT Software Service GmbH
Robert-Bosch-Straße 5 (Entry C)
D - 63303 Dreieich, Germany
Telephone: +49 (0)6103 / 9309-0
E-Mail: datenschutz@formatsoftware.de

1.2 Our external data protection officer can be contacted at:

wavesun-technologies
Patrick Bäcker
Am Lerchenberg 15
D - 63322 Rödermark, Germany
Telephone: +49 (0)6074 / 3709395
E-mail: info@wavesun-technologies.de

2. Which sources and data do we use and according to which categories is the personal data processed?

2.1 Origin of the data: The data is collected from you directly.

2.2 Relevant data categories are:

- Personal details (name, first name, date of birth, gender etc.)
- Address and contact data (address, phone number, email address)
- Application data (e.g. references, CV, knowledge with regard to the advertised position)
- Account information if travel costs are being reimbursed
- Other data that you provide us with voluntarily

3. For what purpose and on what legal basis do we process the data?

3.1 This data is collected

- to justify a training, internship, working student or working relationship;
- to be able to correspond with you;
- to process payments;
- to be able to fulfil our legal obligations;
- to be able to process possible liability claims and make claims against you.

3.2 Legal basis of the processing:

Art. 6 Para. 1 lit. b GDPR, Art. 88 Para. 1 GDPR in combination with section 26 Para. 1 FDPA (Federal Data Protection Act) - new for justifying or carrying out the contractual relationship.

4. Who receives my data?

(Recipient categories of the personal data)

4.1 Within FORMAT Software Service GmbH, only authorized employees will gain access to your application data which they need to fulfil our contractual and legal obligations. All selection decisions will be made on an individual basis, and will **not** be automated (Art. 22 GDPR).

4.2 Data may be transmitted to, for example, our tax advisor or by our internal IT department and externally commissioned companies during the maintenance and repair of our hardware, software, the hosting of our website, document and data media destruction service providers and other service providers within the scope of order processing relationships (as per Art 28 GDPR) (the order processing company for the candidate portal will be Prescreen International GmbH, <https://prescreen.io/de/imprint/> insofar as this is necessary for technical reasons to maintain the IT infrastructure, IT security, contractual or legal specifications (within the scope of our legitimate interest as per Art. 6 Para. 1 lit. f). All employees and external service providers are sworn to secrecy in writing / contractually and may only process data in accordance with written instructions.

4.3 Third parties may also receive data for specific purposes, if this is legally prescribed within the scope of your application (for example, notification to the Federal Employment Agency) (as per Article 6 Para. 1 lit c GDPR).

5. For how long will my personal information be stored?

5.1 The data will be deleted **6 months** after the end of the application procedure if you are not appointed.

5.2 Data storage beyond this shall only take place if you have given us your consent (as per Art. 6 Para. 1 lit. a GDPR)

or

5.3 We are obliged to store the data for a longer period due to tax and commercial law retention and documentation obligations (e.g. section 257 of the German Commercial Code, section 147 of the Tax Code), the GoBD (Basic principles on the proper keeping and storage of financial books, recordings, and documents in electronic form as well as data access), the Social Security Code (SGB), the General Equal Treatment Act (AGG) and other relevant laws (as per Art. 6 Para. 1 lit. c GDPR)

6. Which data protection rights do I have?

You have the following rights:
- according to Art. 7 para. 3 GDPR, you have the right to revoke the consent that you have given at any time with effect for the future. As a result, we are not allowed to continue the data processing based on this consent for the future;
- according to Art. 15 GDPR, you have the right to free information about the personal data of yours that we process;
- in accordance with Art. 16 GDPR the right to demand immediate correction of incorrect data or the completion of the personal data of yours that we process;
- according to Art. 17 GDPR, you have the right to the deletion of your personal data that we have stored, unless the processing is required to exercise the right to freedom of expression and information, to fulfil a legal obligation, for reasons of public interest or for asserting, exercising or defending legal claims;
- in accordance with Art. 18 GDPR, you have the right to restriction of processing of your personal data if you dispute the accuracy of the data, the processing is illegal, but you refuse to have it deleted and we no longer need the data, but you need it to assert, exercise or defend legal claims, or you have filed an objection to the processing in accordance with Art. 21 GDPR;
- in accordance with Art. 20 GDPR, you have the right to receive the personal data that you have provided us with in a structured, established and machine-readable format or demand the transfer thereof to another responsible person and
- in accordance with Art. 77 GDPR the right to complain to a supervisory authority . Normally, you can contact the supervisory authority at your usual place of residence or work, or contact our company. A list of non-public-sector supervisory authorities and their addresses can be found at: https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html
Right to object (Article 21 GDPR): If the processing of your data takes place in order to safeguard legitimate interests, you have the right to object to this processing at any time under our contact details given above, if your particular situation gives rise to reasons that are opposed to such data processing. We will then stop this processing, unless it is for the purpose of predominantly protection-worthy interests on our part.

7. Is data transmitted to third countries?

A transfer of data to countries outside the EU or the EEA (so-called third countries) only takes place if this is necessary or legally required within the scope of your application for the initiation and, if necessary, conclusion of an employment contract or other contract with you or third parties (e.g. tax law or other mandatory reporting obligations), you have given us your consent or within the scope of order processing in accordance with Art. 28 DGPR. If service providers in a so-called third country are involved, they are bound by written instructions and obliged to comply with the level of data protection in Europe by agreeing to abide by the EU standard contractual clauses.

8. What obligation is there to provide data, and what are the consequences if data is not provided?

The personal data must be provided to initiate and, if necessary, conclude a contract of employment or other contract with you or third parties within the scope of your application for the above-mentioned purposes of data processing and the legal principles for processing the data. Without this information, we will not be in a position to process your application or conclude a contract with you if necessary.