

Privacy policy

1. Data protection - an integral part of our business

The protection of your personal data is important to us, the Bundesdruckerei Gruppe GmbH and its subsidiaries: Bundesdruckerei GmbH, Maurer Electronics GmbH, D-TRUST GmbH and Xecuro GmbH. Therefore, your personal data are only processed in accordance with the law on the protection of personal data and data security.

This privacy policy informs you about the purposes and how your personal data are collected and processed during your application process using the website <https://bundesdruckerei.softgarden.io/de/vacancies>. Your data will be processed in accordance with this data protection statement (privacy policy) and the applicable data protection regulations, in particular the General Data Protection Regulation (hereinafter: "GDPR") and the German Federal Data Protection Act (hereinafter: "BDSG") is processed.

2. Name and contact details of the responsible persons

The subsidiaries of Bundesdruckerei Gruppe GmbH use one group-wide applicant management system. The accountability within the meaning of Art. 4 (7) of the GDPR initially depends on which subsidiary has advertised the role. In addition, it is possible that individual subsidiaries of the Bundesdruckerei Gruppe GmbH act as joint data controllers within the meaning of Art. 4 (7), Art. 26 of the GDPR. Please find more details below.

2.1 Name and contact details of the respective persons responsible

The responsible person according to Art 4 (7) GDPR is for the

Processing in the context of job advertisements by Bundesdruckerei GmbH:

Bundesdruckerei GmbH

Kommandantenstraße 18
10969 Berlin

Contact:

Tel.: +49 (0)30 2598-0

E-mail: info@bundesdruckerei.de

The responsible subsidiary according to Art. 4 (7) GDPR for the

Processing in the context of the job advertisement by Maurer Electronics GmbH:

Maurer Electronics GmbH

Hanauer street 1
80992 Munich

Contact:

Tel.: +49 (0)89 13 92 68-0

E-mail: info@maurer-electronics.de

Bundesdruckerei GmbH and D-TRUST are jointly responsible for processing within the scope of the job advertisement by D-TRUST GmbH:

Bundesdruckerei GmbH

Kommandantenstraße 18
10969 Berlin

Contact:

Tel.: +49 (0)30 2598-0

E-mail: info@bundesdruckerei.de

D-TRUST GmbH

Kommandantenstraße 15
10969 Berlin

Contact:

Phone: +49 (0)30 2593

91-0

E-mail: info@d-trust.net

Bundesdruckerei GmbH and Xecuro GmbH are jointly responsible for processing in the context of job advertisements by Xecuro GmbH:

Bundesdruckerei GmbH

Kommandantenstraße 18
10969 Berlin

Contact:

Tel.: +49 (0)30 2598-0

E-mail: info@bundesdruckerei.de

Xecuro GmbH

Oranienstr. 91
10969 Berlin

Contact:

Tel.: +49 (0)30 4081865-0

E-mail: datenschutz@xecuro.de

2.2 Contact details of the data protection officer

Please refer to the last paragraph of this privacy policy for the contact details of the data protection officer.

3. Collection and use of your data

3.1 Processing of personal data when visiting the website

When you access the website, the browser used on your device automatically sends information to the website server and stores it temporarily in a log file, without any further action by us. The following information is collected without your intervention and stored until it is deleted automatically:

- the IP address of the requesting internet-enabled device,
- the date and time of access,
- the name and URL of the retrieved file,
- the website/application from which the access was made (referrer URL),
- the browser you use and, if applicable, the operating system of your internet-enabled computer as well as the name of your access provider.

Where the GDPR is applicable, the processing of your IP address is necessary for our legitimate interests, Art. 6 (1) lit. f) GDPR. It is based on our purposes of data processing listed below. We would also like to highlight that we are not able to draw any direct conclusions about your identity from the collected data and that we will not do so.

The IP address of your device and the other information listed above are used by us for the following purposes:

- Ensuring a smooth connection,
- Ensuring the comfortable use of our website,
- Evaluation of system security and stability.

The data are stored for a period of 52 days and then automatically deleted.

3.2 Use of Cookies

We use "cookies" to provide you with an extensive range of functions and to enable a more comfortable use of our websites. "Cookies" are small files that are stored on your computer with the help of your web browser. If you do not wish "cookies" to be used, you can prevent them from being stored on your device by making the appropriate settings in your web browser. Please bear in mind that the functionality and scope of functions on our website may be limited as a result.

We set the JSESSIONID cookie on the careers page as a technically necessary session cookie. This stores a session ID, with which various requests of your browser can be assigned to the common session. This allows your computer to be recognized when you return to our website. This session cookie is deleted when you log out or close the browser.

The lawful basis for the use of this technically necessary cookie is § 25 (2) TTDSG (Telecommunications and Telematics Data Protection Act) and for the processing of personal data Art. 6 (1) lit. f) GDPR. Offering the website services and being able to deliver content without disruptions to you are our legitimate interests within the meaning of the aforementioned provision.

3.3 Processing in the context of the application process

As part of the application process, you can set up and manage an account in the career portal with your user name and password. Opening an account will enable you using further options in the applicant management system beyond your initial application by email. In addition, you can choose your own individual settings.

The following information will be used for your application:

- Personal data (mandatory)
- Contact details (mandatory)
- Academic title (optional)
- Application data, e.g. data from your cover letter (optional) and CV (mandatory), documents related to the application (optional)
- If applicable, profile data from social networks, e.g. Xing, LinkedIn (optional)
- Where applicable, any previous employment by one of the subsidiaries of the Bundesdruckerei Group (mandatory information)
- Optional information on severe disability/equivalence
- Earliest possible start date & notice period, if applicable (mandatory information)
- Salary expectations (mandatory)

The lawful basis of processing your personal data for the purposes of carrying out the recruitment and taking steps for entering into an employment contract is Section 26 (1) BDSG. If consent within the meaning of Section 26 (2) BDSG in conjunction with Article 6

(1) a) GDPR is required for a specific processing activity, this will be obtained from you separately and transparently by the controller.

The data will be stored for the period specified in section 6.

3.3.1 Applying with Xing

You have the possibility to apply for a job offer with a few clicks.

If logged into a XING account, data can be transferred from Xing to our applicant management system. The data transferred include your XING profile information and thus your personal data publicly disclosed on your profile (name, description, employees, work experience, skills, etc.) are shared.

The data are collected through cookies. These are small text files that are stored by Xing via the browser on a storage medium of your device used (PC, notebook, tablet, smartphone etc.). This information is retrieved every time you visit the our website and enables it to recognize your device. The directly identifiable information stored in the cookies is received, stored and processed by Xing.

The following basic profile data in XING are transferred and evaluated here:

- Basic profile data
- Profile details
- Date of birth
- Full date of birth
- Verified email address
- Address (private)
- Address (business)

The following additional data are also requested:

- Salutation
- Academic title (voluntary)
- First name
- Last name
- E-mail address
- Phone
- Cover letter (voluntary)

The lawful basis of the processing of your personal data from Xing is our legitimate interest of simplifying the application process by using a particular widget.

3.3.2 Applying with LinkedIn

You have the possibility to apply for a job offer with a few clicks.

If you are logged into your LinkedIn account, data can be transferred from LinkedIn to our applicant system. The data transferred include your profile and thus the personal data you publicly disclose on the profile (name, description, co-workers, work experience, skills etc.).

This data are collected through cookies. These are small text files that are stored by LinkedIn via the browser on a storage medium of your device used (PC, notebook, tablet, smartphone, etc.). This information is retrieved every time you visit our website and enables it to recognize your device. The directly identifiable information stored in the cookies is received, stored and processed by LinkedIn.

All data published on LinkedIn are transferred and evaluated during this process. This includes the following data, among others:

- Experience data
- Training data
- Languages
- Last name, first name
- E-mail address

The lawful basis of the processing of your personal data from LinkedIn is our legitimate interest, in - which is simplifying the application process by using a particular widget

4. Transmission and sharing of personal data

Personal data may be transferred to other Bundesdruckerei Group subsidiaries, but only if this is necessary to fulfill the above-mentioned purposes. If the transfer of your data is necessary for an effective and efficient application process, this is done on the basis of Section 26 (1) BDSG.

Personal data may be transferred to courts, supervisory authorities or law firms if this is legally permissible and necessary to comply with applicable law or to assert, exercise or defend legal claims. The lawful basis for this is either Art. 6 (1) lit. f) GDPR or Art. 6 (1) lit. c) GDPR in conjunction with the processing obligation under German or European law.

The data controllers work together with service providers (so-called order processors), such as service providers for the operation of an applicant management system. These service providers only act on the instructions of the data controller and are contractually obligated to comply with the applicable data protection requirements.

4.1. Subscription to our vacancies' newsletter

To be hear about our new vacancies, you can choose to subscribe to our vacancies' newsletter or view suitable roles for you displayed on our career board (RSS feed). You can define your subscription in more detail by specifying the desired role you are looking for as well as the location.

For the subscription, you will need to register with your e-mail address. The lawful basis for this is your consent to receive the newsletter according to Art. 6 (1) lit. a) GDPR. You can easily withdraw your consent for receiving the newsletter at any time for the future by using the provided unsubscribe link in the newsletter. Withdrawing consent does not affect the lawfulness of the processing carried out on the basis of the consent until your withdrawal.

No personal data are processed via the RSS feed itself to provide information about new job advertisements.

4.2 Talent Pool

As part of the online application process, you may receive an invitation to join our talent pool. Once you accepted the invitation, you may be considered for similar or other suitable roles.

You will need to enter the following additional information for the registration to the talent pool:

- Job fields of interest
- Current career stage
- Preferred location(s)

Getting registered for the talent pool is voluntary and based on your consent. The lawful basis is Art. 6 (1) lit. a) GDPR. You can withdraw your consent at any time with effect for the future.

This does not affect any processing that has taken place as a result of the withdrawal. However, and despite your withdrawal, you will be asked after six months whether you wish to continue to be part of the talent pool.

4.3 CV parsing "Textkernel"

To convert your CV data into a structured form, we analyze the documents you upload using AI (so-called "CV parsing").

For this purpose, and to ensure data security and the exercise of any data subject rights, the service provider Textkernel B.V. was contracted to work on our behalf as a processor. Textkernel B.V., Nieuwendammerkade 26 A 5, (1022AB) Amsterdam, Netherlands is an ISO 27001-certified provider, and the data processing takes place on a server in Germany in a secured environment.

The lawful basis for using "CV parsing" is our legitimate interests, in accordance with § 26 (1) BDSG and Article 6 (1) sentence 1 lit. f) GDPR, in order to initiate an employment relationship and facilitate an efficient job application experience for you. No personal data will be transferred to third countries. Your data are routinely deleted from the cache once a week.

4.4 Feedback Solution evaluation function

We always appreciate your feedback so we can improve our recruitment processes. You will be given the opportunity of submitting your feedback in form of a star rating as well as a free text entry as part of the recruitment process. For this purpose, we have commissioned Softgarden e- recruiting GmbH, Tauentzienstr. 14, 10789 Berlin ("Softgarden") as a processor. For the purpose of evaluation, Softgarden will send you an automatically generated e-mail after the first job interview. If you have been hired by us, you will receive this evaluation opportunity again after three months.

In this context, Softgarden processes the following data:

- Contact details (surname, first name, e-mail)
- Position title of the job you have applied for
- Position location
- Job category
- Applicant ID

Your given de-identified feedback is stored separately without any of the above identifiers on a database, so that it cannot be linked back to you. However, there is always a risk of re-identification through any personal references, specific examples or comments you provide in the free textboxes. We therefore advise you to only comment in a less-specific broader way to avoid this. The information collected such as your rating will be displayed automatically together with your feedback in the comments on our rating page or may be transmitted to an external partner such as kununu.

The feedback serves the improvement of our application processes and therefore increases our recruitment performance. Providing your feedback by submitting the form is voluntary and based on your consent. The lawful basis is Art. 6 (1) lit. a) GDPR.

Your given consent will be stored in the Softgarden database together with the identifiable applicant data. You can withdraw your consent at any time with effect for the future. Your withdrawal does not affect the legality of the processing carried out until then.

5. Application data storage periods

The personal data you provide as part of the online application process, as well as your submitted application documents and information on any online tests that may have been conducted, will be deleted no later than six months after the application process has been completed, i.e. after the position has finally been filled or the recruitment process was otherwise terminated.

Exemptions:

Some of your data will be anonymized so that it cannot be linked back to you any longer. Therefore, the anonymous data are no longer subject to the protection of the GDPR. We store and use them for statistical purposes and do not share them with third parties.

If you withdraw a previously granted consent, the data collected from this will generally be deleted immediately. However, in some exceptional cases we may continue to retain the consent data for a reasonable period of time after your withdrawal, e.g. where this may be necessary for the exercise or defense of rights as our legitimate interest. The lawful basis for this further storage is Art. 6 (1) lit. f) GDPR.

6. Your rights as a data subject

6.1 Right to information, correction, deletion or restriction of personal data, right to object and right to data portability

Under applicable data protection law, you may exercise the following rights:

- request confirmation as to whether Bundesdruckerei is processing personal data about you and to receive information about the personal data processed by Bundesdruckerei as well as further information (cf. Art. 15 GDPR),
- demand the correction of incorrect personal data (cf. Art. 16 GDPR),
- demand the deletion of personal data processed by Bundesdruckerei (cf. Art. 17 GDPR),
- demand the restriction of the processing of personal data by Bundesdruckerei (cf. Art. 18 GDPR),
- to receive personal data that you have provided to Bundesdruckerei in a structured, common and machine-readable format or to request that the personal data be transferred to a third party (cf. Art. 20 GDPR),
- object to the data processing of your personal data by Bundesdruckerei (cf. Art. 21 GDPR).

You can assert your rights against the subsidiary responsible for your application (see 2. above). If there is a joint responsibility between controllers, you can assert your rights with and against each of the responsible subsidiary or company.

Where you have exercised the rights to rectification, erasure or restriction of processing, all recipients of the personal data concerned shall be notified of the rectification or erasure of the data or restriction of processing, unless this proves impossible or involves a disproportionate effort.

You have the right to be informed about these recipients (cf. Art. 19 GDPR). In addition, you have the right to lodge a complaint with a data protection supervisory authority (Art. 13 (2) lit. d) GDPR).

6.2 Contact

The Bundesdruckerei provides support on all issues relating to data protection. Complaints can also be made and the rights mentioned in Section 8.1 can be exercised at all times.

Bundesdruckerei GmbH and Maurer Electronics GmbH can be contacted for this purpose at:

Bundesdruckerei GmbH

Internal Audit, Compliance & Data Privacy Protection Data Privacy Officer
Kommandantenstraße 18
10969 Berlin, Germany

Tel: +49 (0)30 2598-0

E-mail: datenschutz@bdr.de

D-TRUST GmbH can be contacted for this purpose at:

D-TRUST GmbH

Kommandantenstraße 15
10969 Berlin, Germany

Tel: +49 (0)30 2593 91-0

E-mail: datenschutz@d-trust.net

Xecuro GmbH can be contacted for this purpose at:

Xecuro GmbH

Oranienstraße 91
10969 Berlin, Germany

Tel: +49 (0)30 4081865-0

E-mail: datenschutz@xecuro.de