

Privacy information

(version 17.05.2018)

We look forward to your visit to our applicant portal and would like to hereinafter inform you about how we handle your personal data in connection with your use of the portal. Protecting your privacy is very important to us. Your personal data is solely processed in accordance with privacy regulations.

1. What is personal data?

Your personal data includes any information that can be attributed to you as a person. This includes your name, your address, your phone number, and your e-mail address, among other things.

2. Who is responsible for processing the data?

The entity responsible for processing your personal data in connection with your usage of the applicant portal is – unless otherwise stipulated below – MOIA GmbH (registered in the commercial register of the district court of Berlin-Charlottenburg under number HRB 189716 B).

3. What data do we collect?

During the application process, we process the following types and categories of personal data:

- Personal information (first and last name, date of birth, address, graduation)
- Communication information (e.g. phone number, e-mail address)
- Information related to assessment and evaluation in the application process
- Information on education (school, vocational training, alternative civilian service/military service, course of studies, doctorate)
- Information on your past professional career, certifications and job references
- Information on other qualifications (e.g. language skills, PC knowledge, voluntary activities)
- If necessary, additional reference information and endorsements from third parties (depending on the advertised job, e.g. driver's license, certificate of good conduct)
- If necessary, information from public directories (e.g. when you apply via LinkedIn or Xing)
- Application photo
- Information on desired salary

- Job application history

4. For what purposes do we process personal data?

We process your personal data to start and execute an employment relationship with you. The legal basis for the processing of your personal information is § 26 BDSG (German Federal Data Protection Act, new) and your consent.

5. To whom is the data passed on?

Only people who are involved in the application process view your personal data. Please note that, depending on the advertised job, this may also include employees from associated companies as set forth in §§ 15 ff. Aktiengesetz (Stock Corporation Act). All employees that are entrusted with information processing are obliged to protect the privacy of your data. We do not pass on your personal data to third parties, unless you have consented to have the data disseminated or we are obligated to disseminate the data due to legal provisions and/or official or legal orders.

Due to a separate agreement on data processing, your personal data will be processed by the company

softgarden e-recruiting GmbH, Tauentzienstraße 14, 10789 Berlin (“softgarden”)

on our behalf according to the corresponding legal requirements.

6. Transfer to third countries

The applicant platform’s computer centers are located in Germany. However, in particular cases, the data may be transferred to countries outside of the European Union or the European Economic Area. In this case, there are suitable guarantees in place that ensure an adequate level of protection for the affected natural persons.

7. When is the data deleted?

Your personal data on our applicant portal is automatically deleted six months after completing a specific application process. This does not apply if legal provisions prohibit deletion, longer storage is required to provide evidence, or if you have explicitly consented to a longer storage period.

If you decide to be added to the talent pool, MOIA GmbH and MOIA Operations Germany GmbH can use your personal data in all job vacancies—irrespective of a specific job advertisement—and thereby include you. You can join the talent pool by accepting the invitation of a recruiter or proactively via the “contact” form. If you wish

to be removed from the talent pool, feel free to send us a brief e-mail to jobs@moia.io.

8. Use of cookies by softgarden

Softgarden stores cookies to offer you a comprehensive range of functions, and to design our website to be more user-friendly. Cookies are small files stored on your computer with the aid of your internet browser. If you prefer to block the use of cookies, you can use your browser settings to prevent them from being stored on your computer. Please note that this may restrict the functionality and the functional scope of our website.

This website uses the following types of cookies, and their scope and function is described below:

Transient Cookies

Transient cookies are automatically deleted when you close your browser. This particularly includes session cookies. They store what is known as a session ID, which correlates various queries made by your browser during a common session. This helps to identify your computer when you return to the website. Session cookies are deleted once you log out or close your browser.

Persistent Cookies

Persistent cookies are automatically deleted after a given time, which varies depending on the cookie in question. You may delete any cookie using the security preferences in your browser at any time.

9. Use of collected data by softgarden

User data is collected to enable softgarden to deliver the services. Data is also collected for the following purposes: analytics, interaction with live chat platforms, interaction with support and evaluation platforms, administration of support and contact queries, administration of use databases, administration of contacts and for sending messages, contacting the user, advertising, enabling third-party providers to access profiles, displaying the content of external platform, and for remarketing and behavioural targeting.

The personal data used for the purposes listed here, is described in the applicable sections of this document.

10. Improvement of softgarden services

Various systems are employed in order to improve the services on offer, and to assist customers with support inquiries.

Platforms for online surveys

With this type of service, users can interact directly via the application with online survey platforms operated by third parties. This type of service might still collect navigation and usage data for the pages where the service is installed, even when users do not use the service. Legal basis is Art. 6 (1) 1st sentence point f) GDPR.

The SurveyMonkey widget is a service for interacting with the SurveyMonkey online survey platform operated by SurveyMonkey Inc.

Personal data collected: cookie and usage data.

Processing location: USA – <https://www.surveymonkey.com/mp/policy/privacy-policy/>

Support tools

softgarden uses the Zendesk support platform and its associated Zopim chat software for the purpose of delivering end-user support.

With this type of service, users can interact directly via the application with live chat platforms operated by third parties, in order to contact or be contacted by the support team responsible for this application. This type of service might still collect navigation and usage data for the pages where the service is installed, even when users do not use the service. Live chats may possibly also be logged.

The Zopim widget is a service for interacting with the Zopim live chat platform operated by Zendesk Singapore Pte. Ltd., based in Singapore. Personal data collected: cookie and usage data.

Zendesk is a service provided by Zendesk Inc. for the management of support and contact inquiries. Personal data collected: various types of data, as described in the privacy policy of the service.

The Zendesk privacy policy can be viewed at <https://www.zendesk.com/company/customers-partners/privacy-policy/>

The legal basis for the use of Zendesk and Zopim is Art. 6 (1) 1st sentence point f) GDPR.

11. Security

We take all the necessary technical and organizational security measures to protect your personal data from loss and misuse. As such, your data is stored in a secure operating environment that is not accessible to the public. Generally, your personal data is encrypted by Transport Layer Security (TLS) when it is being transmitted. This means that your computer and our server communicate using a recognized encryption process.

12. What are your rights as an applicant?

You have the right to obtain information about the personal data that we store about you. Furthermore, you have the option to request that your information be amended or deleted, the right to object to processing and to revoke issued consent.

In addition, feel free to contact our Data Protection Officer (DPO) at any time if you have any questions. You can reach the DPO at:

privacy@moia.io

or

MOIA GmbH
-Data Protection Officer-
Alexanderufer 5
10117 Berlin