

Privacy Policy

The protection and confidentiality of your data is of particular importance to Majorel. The collection and processing of your personal data is carried out exclusively within the framework of legal provisions of the applicable data protection law. With this privacy policy, we would like to inform you which personal data we collect during your application process (applicant management system and career portal) and for what purpose the data is processed.

This privacy policy applies to the following companies:

Majorel Deutschland GmbH, Majorel Berlin GmbH, Majorel Brandenburg GmbH, Majorel Chemnitz GmbH, Majorel Cottbus GmbH, Majorel Dortmund GmbH, Majorel Energy GmbH, Majorel Erfurt GmbH, Majorel Münster GmbH, Majorel Neubrandenburg GmbH, Majorel Nordhorn GmbH, Majorel Rostock I GmbH, Majorel Rostock II GmbH, Majorel Saarbrücken GmbH, Majorel Schwerin GmbH and Majorel Wilhelmshaven GmbH

Responsible for the data processing in the specific case is the respective Majorel company (hereinafter "Majorel") to which the applicant submits his or her application.

Data protection officer in the sense of the data protection laws:

Michael Röhr
Majorel Dortmund GmbH
Schleefstr. 1
44287 Dortmund
e-mail: dataprotection.gee@majorel.com

Data processing on behalf

softgarden e-Recruiting GmbH, Tauentzienstr. 14, 10789 Berlin, provides a software for processing the application data. softgarden processes the data on behalf of Majorel.

Collection and processing of your data

Automated data collection

Majorel and third party services may collect files for operating and maintenance purposes that record the interaction taking place through this application (system logs) or use other personal data (e.g. IP address) for this purpose.

For technical reasons, your Internet browser automatically transmits data when you access Majorel's career portal or application management system. The following data is stored separately from other data that you may submit:

- *Date and time of access,*
- *Browser type and version,*

- *the operating system used,*
- *Amount of data sent,*
- *IP address of the access*

This data is processed exclusively for technical reasons and is anonymised immediately after collection. The legal basis is Art. 6 para. 1 sentence 1 lit. f GDPR.

Data entered by user

General

To make the application process transparent for you, you can register. To do so, you will need to enter your name, your e-mail address and a password. This data is needed to create and administer an account for you in the careers portal. In addition, we will also need this data (and possibly other data too) to respond to requests, questions and criticisms.

Other optional data are:

- *Contact details (name, address, telephone number)*
- *CV data (e.g. school education, vocational training, work experience, language skills)*
- *Profiles in social networks (e.g. XING, LinkedIn, Facebook)*
- *Documents related to applications (application photos, cover letter, certificates, references, work samples, etc.)*

Legal basis of the processing: § 26 para.1 sentence 1 German Federal Data Protection Act (BDSG).

Processing CV documents

Majorel processes and analyzes documents uploaded by applicants to automatically extract CV data and prepare it in a structured way for further processing. The processing purposes include the suitability check of applicants by the departments responsible for the application process (HR department, specialist department, works council, representative for severely challenged persons). The data is not transferred to third parties. The legal basis is § 26 para.1 sentence 1 BDSG.

Legal screening of your person

As an international service provider, Majorel actively participates in foreign trade. For foreign and security policy reasons, in particular to prevent the proliferation of weapons of mass destruction and for the purpose of combating terrorism, foreign trade law lays down certain prohibitions and restrictions that all participants in foreign trade must observe. Restrictions arise not only from the respective national law, but also from other legal sources. Violations of foreign trade law can result in considerable fines or imprisonment for both management

and acting employees. In addition, there are risks of liability under company law and civil law. Last but not least, actual or alleged "export scandals" can lead to reputational damage for the company. Against this background, your data (name, address and, if applicable, date of birth) will be checked against national and international sanctions lists.

Legal basis is § 26 para 1 sentence 1 BDSG as well as Art. 6 para 1 lit. f GDPR. Subscription to notifications of new vacancies

On the Career Board, you have the possibility to be automatically informed about new vacancies at Majorel. You will be notified either by an e-mail newsletter or via an RSS feed. You can enter the target group, types of job and location to specify the subscription. You can, however, also subscribe to being sent information on new vacancies without giving any further details. If you want to be informed about new vacancies via our e-mail newsletter, we will need your e-mail address. The legal basis for this is your consent to receive the newsletter in accordance with Art. 6 para. 1 sentence 1 lit. a GDPR. You can revoke your consent to receive the newsletter at any time using the unsubscribe link in the newsletter. No personal data will be processed via the RSS feed to inform you about new vacancies.

Talent Pool

If your application is not successful, there is a possibility that you will be included in our talent pool. If a similar or otherwise suitable position is open, we can then contact you regarding this. Inclusion in the talent pool is voluntary and is done by using an opt-in link. The legal basis for this is the consent of the data subject to be included in the talent pool within the meaning of Art. 6 para. 1 sentence 1 lit. a GDPR. You can revoke this consent to be included in the pool at any time.

Social share buttons

It is possible to share the job ads on different social networks. Different buttons are offered for each network. After clicking on one of these buttons, you will be directed to the respective networks and will get to their registration pages. These buttons are not plug-ins and do not transfer personal data to the operators of the social networks.

Collecting feedback

After a possible interview, you will be sent an invitation to submit an applicant feedback by e-mail. You will then have the opportunity to provide anonymous feedback on the application process. If you are hired by Majorel, you will be sent another invitation to provide feedback after approximately 6 months. Here you will have the option to give anonymous feedback on your start at Majorel.

Your feedback can be published on relevant employer portals (such as kununu). Here, too, your anonymity is guaranteed.

The legal basis for sending invitations to provide feedback is Art. 6 para. 1 sentence 1 lit. f GDPR. The legitimate interest here lies in the improvement of our application processes and training of new employees.

Cookies

Majorel stores so-called "cookies" in order to offer you a comprehensive range of functions and to make the use of our websites more comfortable. "Cookies" are small files that are stored on your computer with the help of your internet browser.

The legal basis for the described data processing is the protection of a legitimate interest in accordance with Art. 6 para. 1 sentence 1 lit. f GDPR. The safeguarding of a legitimate interest lies in ensuring the security of our websites and protecting us from automated bot attacks or similar.

Google Analytics (Google Inc.)

We use Google Analytics, a web analysis service of Google Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of this website is usually transferred to a Google server in the USA and stored there. However, in the event that IP anonymisation is activated on this website, your IP address will be shortened by Google within member states of the European Union or in other signatory states to the Agreement on the European Economic Area before this happens. Only in exceptional cases will the full IP address be transferred to a Google server in the USA and shortened there. On behalf of the operator of this website, Google will use this information to evaluate your use of the website, to compile reports on the website activities and to provide further services to the website operator in connection with the use of the website and the internet.

The IP address transmitted by your browser within the framework of Google Analytics is not merged with other data from Google.

We use Google Analytics with the extension "_anonymizeIp()". This enables us to process IP addresses in a shortened form, thus excluding the possibility of personal references. If the data collected about you contains a personal reference, this is immediately excluded and the personal data is immediately deleted.

We use Google Analytics to analyse and regularly improve the use of the Majorel website, career portal and applicant management system. We can use the statistics obtained to improve our offer and make it more interesting for you as a user. For the exceptional cases in which personal data is transferred to the USA, Google has subjected itself to the EU-US Privacy Shield, <https://www.privacyshield.gov/EU-US-Framework>. The legal basis for the use of Google Analytics is Art. 6 para. 1 sentence 1 lit. f GDPR.

This website uses the following types of cookies, which scope and function are explained below:

Transient cookies

Transient cookies are automatically deleted when you close the browser. This includes in particular the session cookies. These store a so-called session ID, with which various requests from your browser can be assigned to the shared session. This enables your computer to be recognised when you return to our website. The session cookies are deleted when you log out or close the browser.

Persistent cookies

Persistent cookies are automatically deleted after a specified period of time, which may vary depending on the cookie. You can delete the cookies in the security settings of your browser at any time.

Use of the collected data

The data about the user is collected so that Majorel can offer the use of the career portal and the applicant management system. In addition, data is collected for the following purposes: Analytics, interaction with support and evaluation platforms, administration of support and contact requests, administration of user databases, administration of contacts and sending messages, contacting the user, access to third-party profiles (e.g. login via LinkedIn and XING), display of content from external platforms, legal screening of your person.

The personal data used for the listed purposes are listed in the relevant sections of this document.

Further information on the collection and processing of data

User rights

Users are entitled to know at any time whether their personal data has been recorded and may contact the controller to know the content and origin of the recorded data, check its accuracy, request its addition, deletion, updating, rectification or blocking of data recorded in violation of the law, as well as object its processing for legitimate reasons.

To do so, please contact dataprotection.gee@majorel.com or reach out by post at the address given above.

Furthermore, you may exercise your right of revocation at any time without stating reasons and revoke the declaration of consent you have given with effect for the future. You can send the revocation either by post or by e-mail to the contractual partner. You will not incur any costs other than the postage costs or the transmission costs according to the existing basic tariffs.

Storage duration

After completion of the application procedure, your data will be kept for 6 months in case of a rejection.

Right to lodge a complaint with a supervisory authority

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State in which you are resident, your place of work or the place of the alleged infringement, if you consider that the processing of personal data concerning you infringes the GDPR. The supervisory authority to which the complaint has been submitted will inform the complainant of the status and the results of the complaint, including the possibility of a judicial remedy under Art. 78 GDPR.

Changes to this privacy policy

Majorel reserves the right to make changes to this privacy policy at any time by notifying its users on this page. Users are therefore advised to visit this page regularly and check the date of the last modification indicated at the bottom of the page. Unless otherwise stated, the current Privacy Policy applies.

Version

Valid from: 09/24/2019

Rev. 2.0