

Information on Data Protection according to GDPR

- Applicants -

As controller within the meaning of the GDPR, we take the protection of personal data seriously and process it in accordance with statutory regulations.

1. Controller for data protection purposes

Aareon AG and the Group company are joint controllers when the position to be filled is at one of the Group companies listed below. Aareon AG is the controller when the position to be filled is there.

- Aareon AG, Isaac-Fulda-Allee 6, 55124 Mainz, Germany, e-mail: info@aareon.com
- Aareon Deutschland GmbH, Isaac-Fulda-Allee 6, 55124 Mainz, Germany, e-mail: info@aareon.com
- phi-Consulting GmbH, Lise-Meitner-Allee 2, 44801 Bochum, Germany, e-mail: info@phi-consulting.de
- Aareon RELion GmbH (former mse companies), Isaac-Fulda-Allee 6, 55124 Mainz, Germany e-mail: RELionBewerbungen@aareon.com
- Aareon Finland Oy, Pohjoisesplanadi 39, 00100 Helsinki, Finland, e-mail: info@aareon.se
- Aareon France SAS, 9/11 rue Jeanne Braconnier, 92366 Meudon La Foret Cedex, France, e-mail: communication@aareon.fr
- Aareon Nederland B.V., Cornelis Houtmanstraat 36, 7825 VG Emmen, Nederland, e-mail: info@aareon.nl
- Aareon Norge AS, C.J Hambrosplass 2 Bygg C, 0164 Oslo, Norway, e-mail: info@aareon.no
- Aareon Sverige AB, Flöjelbergsgatan 10, 431 37 Mölndal, Sweden, e-mail: info@aareon.se
- Aareon UK Ltd, Building 500, Abbey Park, Stareton, Kenilworth, CV8 2LY, United Kingdom, e-mail: uk.reception@aareon.com

The joint controllers have concluded an agreement to use the HR department of Aareon AG to execute the application procedure. They both define the application procedure for the respective position and are involved in selecting the applicant.

- For applications to Aareon Deutschland GmbH and phi-Consulting, Aareon AG is the main office for determining the lead supervisory authority.
- For applications to Aareon RELion GmbH (former mse companies) or Aareon companies in Finland, France, Nederland, Norway, Sweden and the UK, this company is the main office for determining the lead supervisory authority.

2. Contact with the data protection officer

- of the first two Aareon companies by e-mail: datenschutzbeauftragter@aareon.com
- of phi-Consulting GmbH by e-mail: datenschutzbeauftragter@phi-consulting.de
- of Aareon RELion GmbH (former mse companies) by e-mail: d.klapproth@ains-a.de
- of Aareon Finland Oy, Aareon Norge AS, Aareon Sverige AB by e-mail: dataskyddsbud@aareon.com
- of Aareon France SAS by e-mail: fr-dpo@aareon.fr
- of Aareon Nederland B.V. by e-mail: privacy@aareon.nl
- of Aareon UK Ltd. by e-mail: dp@aareon.com

3. Purpose and lawfulness of processing

Execution of the application procedure for an advertised position or as an unsolicited application.

The legal basis is performance of the contract, including its initiation, according to Art. 88 GDPR and applicable local law of the respective country and/or consent according to Art. 6 (1) a) GDPR.

Applicants can give their consent to make application documents available to other Group companies and specialist departments. Consent can be revoked at any time.

4. Data and categories of data

- Address
- Bank details (due to travel expenses)
- Application data (receipt of application, information on professional career, data on education and qualification, application rejected yes/no)
- Photo
- Date of birth
- Contact details (phone, fax, e-mail, social media profiles)
- Name + name supplements (Mr./Mrs., academic title)

5. Recipients or categories of recipients

Relevant employees in participating departments and affiliated companies, HR consultant, processor (provider). Aareon uses a recruitment tool of Cornerstone, which can be supported if needed from Israel and New Zealand. Travel expenses are reimbursed to applicants using an SAP® system, for which support from EU/EEA and Switzerland can be provided if required. The countries Israel, New Zealand and Switzerland are considered safe third countries by Adequacy Decision of the EU Commission. Applicants may give their consent to make the application documents available to other subsidiaries and specialist departments.

6. Length of storage

The data in the application management system is generally stored for up to six months after completion of the application procedure, unless the applicant has consented to a longer storage period upon request. Statutory retention periods of up to 10 years are observed for accounting records (e.g. travel expenses).

7. Rights of data subjects

Data subjects may request information from the controller on their personal data, are entitled to have that data rectified, erased or processing of it restricted, may revoke their consent to processing at any time for the future, and have the right to data portability and to lodge complaints with a supervisory authority. Applicants can terminate the application procedure at any time.

Status 28 August 2020