

Information on Data Protection according to GDPR

- Applicants -

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

1. Controller for data protection purposes

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

- Aareon Group GmbH, Isaac-Fulda-Allee 8, 55124 Mainz, Germany, e-mail: jobs@aareon.com
- Aareon Deutschland GmbH, Isaac-Fulda-Allee 8, 55124 Mainz, Germany, e-mail: jobs@aareon.com (incl. former Aareon RELion GmbH)
- Aareon FinCo GmbH, Isaac-Fulda-Allee 8, 55124 Mainz, Germany, e-mail: jobs@aareon.com
- Aareon Holding GmbH, Isaac-Fulda-Allee 8, 55124 Mainz, Germany, e-mail: jobs@aareon.com
- Calcon Deutschland GmbH, Beethovenplatz 4, 80336 München, e-mail: info@calcon.de
- First Financial Software GmbH, Isaac-Fulda-Allee 8, 55124 Mainz, e-mail: info@first-financial.biz
- GAP Gesellschaft für Anwenderprogramme und Organisationsberatung mbH, Neidenburger Straße 24, 28207 Bremen, e-mail: info@gap-group.de
- HausPerfekt GmbH, Campus Fichtenhain 71, 47807 Krefeld, e-mail: info@hausperfekt.de
- Immo Software AG, Isaac-Fulda-Allee 8, 55124 Mainz, e-mail: realestate@aareon.com
- Locoia GmbH, Falkenried 29, 20251 Hamburg, e-mail: info@locoia.com
- UTS innovative Softwaresysteme GmbH, Richmodstr. 6, 50667 Köln, e-mail: info@uts.de
- wohnungshelden GmbH, Beethovenplatz 4, 80336 München, E-Mail: info@wohnungshelden.de
- Aareon Österreich GmbH, Europaplatz 2/1/2, 1150 Wien, e-mail: relionverwaltung@aareon.com
- S.C. CALCROM S.R.L., Bvd. Carol I 4, Bldg. Habitat, Floor 3, 700505 Iași, Romania, e-mail: protectiadatelor@calcrom.ro
- Aareon France SAS, 9/11 rue Jeanne Braconnier, 92366 Meudon La Foret Cedex, France, e-mail: fr-communication@aareon.com
- Stonal SAS, 28 cours Albert 1er, 75008 Paris, France, e-mail : contact@stonal.com
- Aareon Nederland B.V., Cornelis Houtmanstraat 36, 7825 VG Emmen, Nederland, e-mail: info@aareon.nl
- Blue-Mountain, Oude Kijk in 't Jatstraat 14, 9712 EG Groningen, Netherlands, e-mail: info@blue-mountain.nl
- Embrace The Human Cloud B.V., Griffeweg, 97-7, 9723 DV Groningen, Netherlands, e-mail: hallo@embracecloud.nl
- ViaData, Businesspark Friesland, West 45, 8447 SL Heerenveen, e-mail: info@viadata.nl
- Momentum Software AB, Sveavägen 31, 111 34 Stockholm, Sweden, e-mail: info@momentum.se
- 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, 36-38 Cornhill, London, England, EC3V 3NG, United Kingdom, United Kingdom, e-mail: uk.reception@aareon.com
- Arthur Online Ltd., 36-38 Cornhill, London, England, EC3V 3NG, United Kingdom, e-mail: sales@arthuronline.co.uk

- Designer Software Ltd. (HomeMaster), International House, 36-38 Cornhill, London, England, EC3V 3NG, United Kingdom, e-mail: enquiries@homemaster.co.uk
- Housing Online Ltd. (HOL), International House, 36-38 Cornhill, London, England, EC3V 3NG, United Kingdom, e-mail: info@housing-online.com
- MIS Active Management Systems Limited (MIS AMS), International House, 36-38 Cornhill, London, England, EC3V 3NG, United Kingdom, e-mail: ask@mis-ams.com
- Tactile Ltd. (Fixflo), 36-38 Cornhill, London, England, EC3V 3NG, United Kingdom, e-mail: info@fixflo.com
- Aareon Proptech Spain S.L., C/ Albasanz, 14, 1ª Planta. Edificio Verona, 28037 Madrid, Spain, e-mail: iesa@iesa.es
- CENTRE DE RECURSOS, ADMINISTRACIÓN I, MANTENIMENT S.L.U., C/ Albasanz, 14, 1ª Planta. Edificio Verona, 28037 Madrid, Spain, e-mail: iesa@iesa.es

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 employment relationships with Aareon Group companies in Germany and Romania, the Aareon AG is the main office for determining the lead supervisory authority.
- For applications to Aareon companies in France, Nederland, Norway, Spain, 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 Aareon Group companies in Germany and Austria by e-mail: privacy@aareon.com
- of S.C. CALCROM S.R.L. by e-mail: protectiadatelor@calcrom.ro
- of Aareon France SAS by e-mail: fr-dpo@aareon.com
- of Stonal SAS by e-mail: connect@stonal.com
- of Aareon Group companies in the Netherlands by e-mail: privacy@aareon.nl
- of Momentum Software AB by e-mail: dataskyddsbud@momentum.se
- of Aareon Norge AS, Aareon Sverige AB by e-mail: dataskyddsbud@aareon.com
- of Aareon UK Ltd. by e-mail: dp@aareon.com
- of Arthur Online Ltd by e-mail: support@arthuronline.co.uk
- of Designer Software Ltd. (HomeMaster), Housing Online Ltd. (HOL) and MIS Active Management Systems Limited (MIS AMS) in UK, by e-mail: dp@aareon.com
- of Tactile Ltd. (Fixflo) by e-mail: dpo@fixflo.com
- of Aareon Proptech Spain S.L. by e-mail: dpd@iesa.es
- of CENTRE DE RECURSOS, ADMINISTRACIÓN I, MANTENIMENT S.L.U. by e-mail: dpd@iesa.es

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). Applicants may give their consent to make the application documents available to other subsidiaries and specialist departments.

Aareon uses a recruitment tool of Cornerstone or Workday®. For Cornerstone, support can be provided from Israel and New Zealand. For Workday®, an international data transfer is secured by EU-US Privacy Framework, Binding Corporate Rules and EU Standard Contractual Clauses. 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.

Aareon is obliged to cooperate in the fight against terrorism and carries out a data comparison with EU/US anti-terror lists and in UK also the UK anti-terror lists (sanction screening). Aareon uses the AEB system for this purpose, for which support can be provided from outside the EU/EEA (UK, Singapore) if required. The UK is considered a safe third country in accordance with the EU Commission's adequacy decision, and EU Standard Contractual Clauses apply to support from Singapore. In the case of international data transfer to or access from outside the EU, there are special risks for personal data (e.g. access by foreign intelligence agencies).

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) and sanction screening.

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.

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