

## APPLICANT PRIVACY NOTICE

### Who Are We?

The Landbell Group (also referred to as “we”; “our” or “us”) is the data controller of any information you submit in support of your application according to the General Data Protection Regulation (EU) 2016/679 (“GDPR”).

### Purpose of This Notice

This notice tells you how we use data you submit when you apply for a job or submit to us an application for recruitment purposes. It also tells you how you can exercise your rights (including the right to object to some of the data handling we carry out). More information about your rights and how you can exercise them is set out in the “Your Rights” section below.

### Why We Collect, Use and Store Personal Data

We use information you supply in support of your application (e.g. name, birthday, address, contact details, gender, nationality, education information, work history, picture, certificates, references) to consider your application and assess your suitability. We use your data to our legitimate interests in managing our recruitment based on Art. 6 par. 1 s. 1 lit. f) GDPR and so that we can take steps at your request prior to entering into an employment contract (Art. 6 par. 1 s. 1 lit. b) GDPR). If a position that is, or may be, of interest to you requires background checks and we therefore need to perform such checks, we will tell you about this.

We may also obtain data about you from other sources, including recruiters, employment research firms, identity verification services, the references you provide to us, websites and other publicly accessible data on the Internet. To the extent permitted by the applicable law and depending on your future role at our company, we may collect details of professional registrations, and sanctions with professional bodies.

Where necessary, we will also use this data to our legitimate interests in accessing appropriate professional advice (Art. 6 par. 1 s.1 lit. f) GDPR) and to ensure we comply with legal obligations to which our business is subject (Art. 6 par. 1 s.1 lit. c) GDPR).

### How Long We Keep This Information for

We usually retain information supplied by job applicants for no longer than 6 months following a relevant recruitment decision. If your application is unsuccessful, we may decide to retain your details for longer if we think you may be suitable for another position that may arise within the Landbell Group in the future and if you consent (Art. 6 par. 1 s.1 lit. a) GDPR).

If your application is successful, relevant information will be used to administrating your subsequent employment and will be retained and used in accordance with our employee privacy notice (a copy of which will be provided when you take up your employment).

### How We Share Your Personal Data

Your data might be shared with other entities of our group for the purpose of assessing your application only. If you have any doubt of which entities are part of the Landbell Group and how to contact them, please contact us through the [dataprivacy@landbellgroup.com](mailto:dataprivacy@landbellgroup.com).

Where necessary for the management of our recruitment process, we will share your information with our service providers and professional advisers (e.g. recruitment agencies, providers who carry out candidate assessment programmes for us).

If we have a reasonable interest in verifying the data you have provided (e.g. if there are indications that they are incorrect) and we have no other means to check this, we will also contact third parties whose details you have

supplied for that purpose so that we can verify information you have provided in relation to your previous employment history and qualifications.

Otherwise, we will not share your information with any third party unless: (a) we have your permission (for example in order to share your details with another group company for their recruitment purposes); (b) we are required to do so by law; (c) this is necessary so that we can enforce our terms of use, rights or property or the rights or property of any third party; or (d) this is (subject to the applicable laws) necessary in connection with the sale of our business or its assets (in which case your details will be disclosed to our advisers and any prospective purchaser's advisers and will be passed to the new owners).

## Your Rights

According to the GDPR, you may have following rights pursuant to Art. 15-18 and 20-21 GDPR:

- You may have the right to access your personal data and to obtain a copy of your personal data undergoing processing (Art. 15 GDPR); to correct, delete or restrict (stop any active) processing of your personal data (Art. 16- 18 GDPR); and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format, and to ask us to share (port) this data to another controller (Art. 20 GDPR);
- You may be entitled to object to the processing of your personal data in some circumstances (where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing - Art. 21 GDPR);
- Where we have asked for your consent, you may withdraw consent at any time (Art. 7 par. 3 GDPR). If you ask to withdraw your consent to the Landbell Group processing your data, this will not affect any processing which has already taken place at that time.

There are some **exceptions to these rights under the GDPR and applicable local laws**, however. For example, it will not be possible for us to delete your data if we are required to keep it by law (e.g. where retention of your personal data is required by law for tax and book keeping obligations) or if we hold it in connection with a contract with you. Similarly, access to your data may be refused if making the information available would reveal personal information about another person or if we are legally prevented from disclosing such information.

To exercise any of the above-mentioned rights, you can get in touch with us using the details set out below. When addressing us, please always provide your name, address and/or email address as well as detailed information about the change you require.

If you have unresolved concerns, you have the **right to complain** to an EU data protection authority where you live, work or where you believe a breach may have occurred.

## Updates to this document

This Notice may be updated periodically. We will update the date at the bottom of its last page accordingly and encourage you to check for changes that we have made, which will be available [here](#). On some occasions, we may also actively advise you of specific data handling activities or significant changes to this Notice, as required by applicable law.

## Contact Us

Questions, comments or requests concerning this privacy notice are welcomed and should be addressed to our Data Protection Coordinator at [dataprivacy@landbell.de](mailto:dataprivacy@landbell.de).

This notice was last updated on 8 February 2019.