

## **Privacy policy for application procedures**

The co:bios STIFTUNG and its subsidiaries (hereinafter referred to as "co:bios") take the protection of your personal data very seriously and observe the regulations of the applicable data protection laws. Personal data is only processed to the extent necessary for the respective purpose. Our employees have been sworn to secrecy, confidentiality and compliance with data protection regulations in accordance with the statutory provisions.

### **Information on the processing of personal data**

In the following we inform about the processing of personal data when using our application procedure. Personal data are all data that can be related to you personally, e.g. name, address, e-mail addresses, user behaviour.

### **Contact details of the responsible person**

are responsible according to Art. 4 para. 7 of the EU data protection basic regulation (DS-GVO):

co:bios STIFTUNG,  
c/o Müller Radack Schultz Rechtsanwälte Notare,  
Kurfürstendamm 38-39,  
10719 Berlin

and each subsidiary separately, as far as an application for a position with this company is concerned. A list of the affiliated companies can be found in the document "Affiliated co:bios companies". Hereinafter jointly referred to as "co:bios".

### **Contact details of our data protection officer:**

co:bios STIFTUNG  
c/o Müller Radack Schultz Rechtsanwälte Notare  
Kurfürstendamm 38-39  
10719 Berlin  
Phone: +49 (0)3302 202-1200  
e-mail: info[at]cobios[dot]de

### **Purpose of the data processing**

The information you provide in the context of your application will be used by co:bios exclusively for purposes related to the registration of your interest in a current or future employment and the processing of your application. This includes the examination of your application documents and the information you have disclosed in job interviews and selection procedures, for contacting you, in some cases for the reimbursement of travel expenses, and for storage in order to be able to keep the information from your application that you have sent us unsolicited. In addition, your data will also be forwarded to the relevant internal departments so that they can check the content of your application.

## **Legal basis**

We only use personal data if we are allowed to do so, especially if there is a legal basis for this or if you have agreed to the processing. The processing of your personal data within the application procedure is based on the following legal principles:

- § 26 para. 1 sentence 1 BDSG (in conjunction with Art. 6 para. 1 lit. b) DS-GVO) for the establishment and execution of the employment contract.
- 26 para. 1 sentence 1 BDSG (in conjunction with Art. 6 para. 1 lit. c) DS-GVO) for the fulfilment of legal obligations to which the employer is subject.
- 26 para. 1 sentence 1 BDSG (in conjunction with Art. 6 para. 1 lit. f) DS-GVO) to safeguard the legitimate interests of co:bios or a third party, unless your interests or fundamental rights and freedoms outweigh the interests of co:bios or a third party.
- Section 26 para. 2 sentence 1 BDSG (in conjunction with Art. 6 para. 1 lit. a) DS-GVO) on the basis of a consent given by you.

Insofar as special categories of personal data (e.g. health data, Art. 9 DS-GVO) are processed, the processing is carried out on the basis of Section 26 (3) sentence 1 BDSG (in conjunction with Art. 9 (2) lit. b) DS-GVO) for the purpose of exercising rights or fulfilling legal obligations under labour law, social security law and social protection law.

## **Application contents**

Please note that in particular CVs, certificates or any other data you send for application purposes may also contain particularly sensitive data (Art. 9 DS-GVO). We therefore recommend that you do not make any statements regarding particularly sensitive data. If you provide us with such data, we will use it only to keep your documents available and to process your application in accordance with this information.

With your application you assure that the statements you have made and the information you have provided are true. Please note that any false statement or omission may lead to a cancellation or subsequent challenge of the employment contract. The participation in connection with online application procedures is formally valid even without a signature.

## **Recipient your personal data**

The information you provide will be treated confidentially and will only be passed on within co:bios to those persons involved in the application process.

When you contact us by e-mail or via a contact form, the information you provide (your e-mail address, your name and telephone number if applicable) will be stored by us in order to answer your questions. We delete the data collected in this context after storage is no longer required.