

# Data Protection Information – Candidates – Which personal data do we process, how and why

## 1. Overview

According to Art. 15 of the GDPR, you have the right to know whether we process personal data about you. If this is the case, you have the right to receive further information about it. With this flyer, we want to give you an overview of what personal data is collected, stored, processed and, if necessary, passed on by us.

## 2. For which purposes do we process personal data?

The ALTEN Group is an engineering service provider operating throughout Germany. As a consultant, innovation driver and supporter, we are a competent development partner for national and international companies. We accompany the entire process from idea generation to series production readiness. The processing of personal data by ALTEN is carried out for the fulfillment of consulting and development activities at or for ALTEN's customers and their affiliated companies as well as all related ancillary business.

We process your personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG), insofar as this is necessary for the decision on the establishment of an employment relationship with us. The legal basis for this is Art. 88 GDPR in conjunction with Section 26 BDSG for purposes of the employment relationship, if this is necessary for the decision on the establishment of an employment relationship.

Furthermore, we may process your personal data if this is necessary for the fulfillment of legal obligations (Art. 6 (1) lit. c GDPR) or for the defense or assertion of legal claims. The legal basis for this is Art. 6 (1) lit. f GDPR. The legitimate interest is, for example, a duty of proof in proceedings under the General Equal Treatment Act (AGG).

If an employment relationship arises between you and us, we may, in accordance with Art. 88 GDPR in conjunction with § 26 BDSG, further process the personal data already received from you for the purposes of the employment relationship, insofar as this is necessary for the performance or termination of the employment relationship.

## 3. What personal data is collected?

In principle, only the data necessary to fulfill the purpose of the company and the contractual agreements are collected. Essentially, the following personal data is collected, processed and used:\*

Applicant data: The collection, processing or use of personal identification data (name, address, contact details), performance data (certificates, etc.), payment and bank details and travel booking data (when booked by ALTEN) are carried out for the initiation of employment relationships, fulfillment of legal obligations, in our legitimate corporate interest of management, the organization and performance of our business activities.

## 4. Who are the recipients of the personal data?

As a matter of principle, only the data necessary to fulfill the purpose of the company and the contractual agreements will be passed on. These are essentially the following recipients:\*

- \* Internal units involved in the execution of the respective business processes.
- \* Service providers that are engaged for the proper conduct of business. These include providers of recruiting and HR software such as SmartRecruiters and Cegid Talentsoft. We also use service providers who support us in the recruiting process as processors. These include Baukonzept d.o.o. and Clear INTEC Sp. z o.o..
- \* External entities to fulfill the purposes stated under 1. These include affiliated companies of ALTEN within the meaning of §§ 15 et seq. German Stock Corporation Act (AktG) such as the parent company ALTEN



SA, 40 Avenue André Morizet, 92100 Boulogne Billancourt, France and ALTEN Consulting Services GmbH, Elsenheimer Straße 55, 80687 Munich, Germany, where the applicant is to be deployed within the scope of the employment relationship.

- \* Furthermore, this personal data is processed for the purpose of compliance with legal requirements and regulations, such as labor law, tax and social law, and international sanctions regulations (e.g., EU Anti-Terrorism Directive).

For the processing of personal data of applicants in the context of the application process, we partly use the services of companies on our behalf with their registered office inside or outside the EU (commissioned processing according to Art. 28 GDPR) for the provision of services, outsourcing of the processing of the data, etc.. The transfer takes place on the basis of appropriate safeguards by way of the standard contractual clauses approved by the EU Commission (pursuant to Art. 46 (2) lit. c GDPR).

## **5. How long do we store personal data?**

Your personal data or application documents will be deleted no later than six months after the end of the application process (e.g. notification of the rejection decision), unless longer storage is required or permitted by law.

If you give us your consent to include your data in our pool of applicants (so-called "pool candidates") in order to offer you a position suited to your profile at a later date, we will store this data for up to 24 months.

## **6. What Rights do you have?**

You have the right at any time to receive information about any of your personal data stored by us. You also have the right to rectification, blocking or, except for the mandatory data storage required for the performance of business, erasure of your personal data.

Furthermore you have a right to have data transferred in a structured, customary and machine-readable format if you have provided that data on the basis of a consent or on the basis of a contract between you and us. You have a right to object on the basis of processing based on a legitimate interest; we retain the right to provide you with our compelling grounds (Art. 21(1) GDPR). We indicated above when this right exists. If you wish to assert these rights, please contact our data protection officer. You will find the contact details below.

So that the blocking of data can be considered at any time, that data must be kept available in a 'blocking file' for checking purposes. You can also request the erasure of data, provided it is not subject to a statutory obligation to archive data. If such an obligation exists, we will block your data at your request.

You can request changes or withdraw a consent with effect for the future by sending a corresponding communication to us.

Please contact us at [datenschutz@alten.com](mailto:datenschutz@alten.com) if you wish to exercise these rights. If you would like to apply to receive detailed information about all your personal data stored by ALTEN, you must send us proof of your identity including a photograph.

You can find further information about Data Protection at ALTEN on our website:  
[Datenschutzerklärung - Alten Germany \(alten-germany.de\)](https://www.alten-germany.de/Datenschutzerklärung)

## **7. How do we protect your personal data?**

We take physical, technical and administrative security measures in order to protect your personal data appropriately against loss, misuse, unauthorised access and sharing and change. These security measures include firewalls, data encryption, physical restrictions on access to our computer centres, and rights controls on access to data.

## **8. Necessity of the provision of personal data**

The provision of your personal data as part of the application process is voluntary. However, we can only make a decision on the establishment of an employment relationship or establish an employment relationship with you if you provide personal data that is required to complete the application.

## **9. Automated decision-making**

The decision about your application is not based exclusively on automated processing. Thus, no automated decision in individual cases within the meaning of Art. 22 GDPR takes place.