



CIRCULAR**CARBON**

Information on data protection in the application process and in the employment relationship (Art. 13, 14 GDPR) (10.02.24)

The protection of your personal data is important to us. According to the EU General Data Protection Regulation (GDPR), we are committed to informing you about the purposes for which we collect, store or share data, as well as the rights you have in this regard.

● **Controller:** Circular Carbon GmbH, Europaring 4, 94315 Straubing, Germany, Tel.: +49 40 78877584, info@circular-carbon.com

Data protection officer: The data protection officer of Circular Carbon GmbH, Europaring 4, 94315 Straubing, dpo@circular-carbon.com

Purpose of data processing and legal basis

Data processing is necessary to enable the initiation or conclusion and performance of an employment relationship between you and our enterprise and to fulfill the relevant obligations (Article 88 GDPR in conjunction with Section 26 para. 1 of the German Data Protection Act (BDSG), Article 6 para. 1 lit. b,c GDPR). Processing may also take place on the basis of your consent (Art. 6 para. 1 lit. a GDPR). This is the case, for example, if you agree to be included in our applicant pool.

In the context of business and compliance processes, as well as for the defense against claims of all kinds arising from the employment relationship or pre-contractual facts, processing may be carried out on the basis of a legitimate interest, provided that the interests or fundamental rights and freedoms of the data subject, do not prevail (Art. 6 para. 1 lit. f GDPR).

If the information necessary for the relevant case is not provided, your application cannot be processed, no employment relationship can be created or no employment relationship can commence.

Recipients of your data

We transmit your personal data only if this is permitted by law. Recipients of your personal data may be the Employment Agency or another measure provider with which you are registered, offices and authorities, pension insurance and social security institutions, tax authorities, courts, occupational pension institutions, offices for the processing of company pension plans as well as asset-related benefits, third-party debtors in the event of wage and salary garnishments, tax consultants, payroll offices as well as Processors. The transfer is made for the following purposes: Payroll accounting for wages and other (salary) claims, review and processing of funding programs, as well as the fulfillment of legal commitments. In individual cases, data is transferred to other authorized recipients.

The controller is a subsidiary of econnext AG, which as a holding company comprises a group of enterprises (<https://econnext.eu/#portfolio>). If you have agreed to be included in the group-wide applicant pool, your application documents will be shared with the enterprises of the holding company.



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Data transmitted as part of your application will be transferred using TLS encryption and stored in a database. This database is operated by Personio GmbH, which offers a human resource and applicant management software solution (<https://www.personio.com/impressum/>). In this context, Personio is our processor under article 28 of the GDPR. In this case, the processing is based on an agreement for the processing of orders between us as the controller and Personio.

Data may be transferred to third countries on the basis of standard contractual clauses or an adequacy decision for processing. You can request further information on this free of charge.

Storage of your data

Personal data is deleted as soon as its purpose is no longer applicable and there is no obligation to retain it. The retention period complies with legal requirements.

Your data will be erased no later than 6 months after the end of the application process, unless employment is granted or you have consented to the continued storage of your data.

As an alternative to deletion, your data can be anonymized. In this case, only so-called metadata without any personal reference remains for statistical analysis (e.g. share of male and/or female applicants, number of applications per specified period of time etc.).

Your rights

You have the right to obtain access to the personal data concerning you. You may also request rectification of inaccurate data. In addition, under certain conditions, you have the right to have data erased, the right to restrict data processing and the right to data portability). If the processing of your data is based on your consent, you have the right to withdraw consent for future processing. This does not affect the legality of the processing carried out on the basis of the consent until revocation. **If the legal requirements according to Art. 21 para. 1,2 GDPR are met, you have the right to object to the processing of your data.** You also have the right to lodge a complaint with a data protection supervisory authority. We do not use profiling or automatic decision-making.

Additional information requirements for third-party collection, Art. 14 GDPR

We receive staffing proposals and application documents from recruitment agencies. In these cases, we provide information pursuant to Art. 14 in addition to the above, which is also valid in this case:

Categories of data: Application documents

Source of the data: Recruitment agencies that act as intermediaries on your behalf.