

## APPLICANT DATA PROCESSING NOTICE

This data protection notice for applicants informs you about the processing of your personal data at NGC Transmission Europe GmbH.

In accordance with Art. 4 lit 1 of the GDPR, your personal data includes all information that relates or can be related to your person, in particular by means of assignment to an identifier such as a name or to an organisation or personnel number with which your person can be identified.

### Personal information and personal data

NGC Transmission Europe GmbH collects and processes the following personal data (both in paper and digital form) provided by you in connection with your application (collectively, "**Applicant Data**"), such as:

- **contact details**, such as your name, home address, telephone number and email address;
- **information about your professional experience and abilities**, such as previous employments, language skills, performance reviews, evaluations and ratings;
- **photo** (if provided voluntarily).

It is not anticipated to process sensitive personal data, however, if you provide us with sensitive personal data, such as health data, we will also process such data.

### Processing Purposes, Legal Basis, and Consequences

Application Data is processed for recruitment and hiring purposes to determine your ability and suitability for the position(s) for which you have applied (collectively, "**Processing Purposes**"):

Die NGC Transmission Europe GmbH relies on the following legal bases for the processing of Application Data:

- Necessity of discontinuation (Art. 88 GDPR in conjunction with Art. 26 BDSG)
- legitimate interest of NGC Transmission Europe GmbH, NGC Transmission Europe GmbH's affiliates or other third parties, where the legitimate interest is in particular application management (Art. 6 (1) lit. f GDPR);
- consent, if provided by you and to the extent permitted by applicable law (Art. 6 (1) lit. a, GDPR in connection with Art. 88 GDPR and § 26 (2) BDSG);
- compliance with legal obligations to which we are subject (Art. 6 (1) lit. c GDPR).

The provision of such data is voluntary. Not providing the Applicant and Sensitive Applicant Data may prevent NGC Transmission Europe GmbH on manage the recruiting process with you and may require NGC Transmission Europe GmbH to not take into account your application.

## Categories of Recipients

NGC Transmission Europe GmbH may use service providers acting as processors to provide IT and other administrative support (e.g. service providers providing IT hosting or maintenance support). These service providers may have access to your Personal Data to the extent necessary to provide such services.

Any access to your personal information is limited to those persons who need the information to complete their activities.

## Retention Period

Your Application Data is stored by NGC Transmission Europe GmbH, strictly to the extent necessary for the performance of our obligations and strictly for the time necessary to achieve the purposes for which the information is collected, in accordance with applicable data protection laws. If you applied, but we rejected your application, we will store your Application Data for six months. After six months your Application Data will be deleted, unless your personal data may be kept longer, e.g. due to an emerging lawsuit to exercise or defend our claims

If the decision is positive for you, the application will be assigned to your personal dossier, which was created when the employment relationship came into existence, and will be considered part of it in terms of data protection.

## Your Rights

If you have declared your consent regarding certain types of processing activities, you can withdraw this consent at any time with future effect. Such a withdrawal will not affect the lawfulness of the processing prior to the consent withdrawal.

According to the applicable data protection laws you have the following rights:

- **Right of access, Art. 15 GDPR**  
You may have the right to obtain from us confirmation as to whether or not personal data concerning you is processed, and, where that is the case, to request access to the personal data.
- **Right to rectification, Art. 16 GDPR**  
You may have the right to obtain from us the rectification of inaccurate personal data concerning you. Depending on the purposes of the processing, you may have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
- **Right to erasure (right to be forgotten), Art. 17 GDPR**  
Under certain circumstances, you may have the right to obtain from us the erasure of personal data concerning you and we may be obliged to erase such personal data.

- Right to restriction of processing, Art. 18 GDPR

Under certain circumstances, you may have the right to obtain from us restriction of processing your personal data. In this case, the respective data will be marked and may only be processed by us for certain purposes.

- Right to data portability, Art. 20 GDPR

Under certain circumstances, you may have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and you may have the right to transmit those data to another entity without hindrance from us.

- Right to object pursuant to Art. 21 General Data Protection Regulation

You have the right to object on grounds relating to your particular situation, at any time to the processing of your personal data concerning you which is based on Art. 6 (1) lit. e and f GDPR and we can be required to no longer process your personal data.

As NGC Transmission Europe GmbH processes and uses your personal data primarily for purposes of carrying out the contractual employment relationship with you, NGC Transmission Europe GmbH will in principle have a legitimate interest for the processing which will override your restriction request.

To exercise your rights, please contact us as stated in the "Questions" section below.

### **Complaint to the supervisory authority for breaches of data protection**

You have the right to complain to the competent supervisory authority if you believe that the processing of your data is not permitted under data protection law. This follows from Art. 77 GDPR. The complaint to the supervisory authority may be made informally.

### **Automated decision-making**

Die NGC Transmission Europe GmbH does not engage in automated decision-making in the context of applications.

### **Questions**

NGC Transmission Europe GmbH's data protection officer can be contacted at: [dataprotection-ngc@at-yet.de](mailto:dataprotection-ngc@at-yet.de).

### **Further information on the processing of personal data in our company**

For further information on the processing of personal data in our company, e.g. when using MS Teams, please refer to our privacy policy on our website:

<https://www.ngctransmission.de/en/privacy-policy-datenschutz.html>.