

## Information on data protection according to GDPR

### - Applicants -

As controller within the meaning of the GDPR, we take the protection of personal data seriously and process it in accordance with the statutory regulations.

#### 1. Controller in terms of data protection

Aareon AG and the Group companies are joint controllers when the position to be filled is at one of the Group companies listed below. Aareon AG is the controller when the position to be filled is there.

- Aareon AG, Isaac-Fulda-Allee 6, 55124 Mainz, Germany, e-mail: jobs@aareon.com
- Aareon Deutschland GmbH, Isaac-Fulda-Allee 6, 55124 Mainz, Germany, e-mail: jobs@aareon.com (incl. Former Aareon RELion GmbH)
- CalCon GmbH, Beethovenplatz 4, D-80336 Munich, info@calcon.de
- GAP Gesellschaft für Anwenderprogramm und Organisationsberatung mbH, Neidenburger Straße 24, 28207 Bremen, e-mail: info@gap-group.de
- Locoia GmbH, Falkenried 29, 20251 Hamburg, Germany, e-mail: info@locoia.com
- wohnungshelden GmbH, Dachauer Str. 15c, 80335 Munich, Germany, e-mail: info@wohnungshelden.de
- Rumpf IT-Service GmbH, Dieselstraße 17, 85084 Reichertshofen, E-Mail: info@rumpf-it.de
- Aareon France SAS, Parc Tertiaire de Meudon, Immeuble Le Newton, 9/11 rue Jeanne Braconnier, 92366 Meudon La Forêt Cedex, France, e-mail: fr-communication@aareon..com
- Aareon Nederland B.V., Cornelis Houtmanstraat 36, 7825 VG Emmen, The Netherlands, e-mail: info@aareon.nl
- Momentum Software AB, Sveavägen 31, 111 34 Stockholm, Sweden, e-mail: info@momentum.se
- Aareon Norge AS, C.J Hambrosplass 2 Bygg C, 0164 Oslo, Norwayegen, e-mail: info@aareon.no
- Aareon Sverige AB, Flöjelbergsgatan 10, 431 37 Mölndal, Sweden, e-mail: info@aareon.se
- Aareon UK Ltd., Building 500, Abbey Park, Stareton, Kenilworth, CV8 2LY, United Kingdom, e-mail: uk.reception@aareon.com
- Arthur Online Ltd., Unit 2 Iron Bridge House, Iron Bridge Approach, London, NW1 8BD, Email: sales@arthuronline.co.uk
- Tactile Ltd. (Fixflo), International House, 24 Holborn Viaduct, London EC1A 2BN, Email: info@fixflo.com
- CubicEyes B.V, Bisonspoor 3002, B801, 3605 LT Maarssen, e-mail: info@cubiceyes.com
- OSRE B.V., Transformatorweg 102, 1014 AK Amsterdam, E-Mail: info@osre.nl

The joint controllers have concluded an agreement to use the HR department of Aareon AG to execute the application procedure. They both define the application procedure for the respective position and are involved in selecting the applicant.

- For applicants to Aareon companies in Germany, Aareon AG is the head office for determining the lead supervisory authority.
- For candidates in France, Norway, Sweden and the UK, this company is the main establishment for determining the lead supervisory authority.

## 2. Contact with the Data Protection Officer

- of the first two Aareon companies by e-mail: [datenschutzbeauftragter@aareon.com](mailto:datenschutzbeauftragter@aareon.com)
- of Calcon GmbH by e-mail: [t.ewald@capcad.de](mailto:t.ewald@capcad.de)
- of GAP Gesellschaft für Anwenderprogramm und Organisationsberatung mbH by e-mail: [datenschutz@immoproconsult.de](mailto:datenschutz@immoproconsult.de)
- of Locoia GmbH by e-mail: [datenschutzbeauftragter@datenschutzexperte.de](mailto:datenschutzbeauftragter@datenschutzexperte.de)
- of wohnungshelden GmbH by e-mail: [datenschutz@bitkom-consult.de](mailto:datenschutz@bitkom-consult.de)
- of Rumpf IT-Services GmbH, Dieselstraße 17, 85084 Reichertshofen by e-mail: [info@rumpf-it.de](mailto:info@rumpf-it.de)
- Aareon France SAS by e-mail: [fr-dpo@aareon.com](mailto:fr-dpo@aareon.com)
- of Momentum Software AB by e-mail: [dataskyddombud@momentum.se](mailto:dataskyddombud@momentum.se)
- Aareon Norge AS, Aareon Sverige AB by e-mail: [dataskyddombud@aareon.com](mailto:dataskyddombud@aareon.com)
- of the Aareon companies in the Netherlands by e-mail: [privacy@aareon.nl](mailto:privacy@aareon.nl)
- of Aareon UK Ltd. by e-mail: [dp@aareon.com](mailto:dp@aareon.com)
- Arthur Online Ltd by e-mail: [support@arthuronline.co.uk](mailto:support@arthuronline.co.uk)
- of Tactile Ltd. (Fixflo) by e-mail: [dpo@fixflo.com](mailto:dpo@fixflo.com)
- CubicEyes B.V, Bisonspoor 3002, B801, 3605 LT Maarssen, by e-mail: [Amadeus.geelhuysen@bricr.com](mailto:Amadeus.geelhuysen@bricr.com)
- OSRE B.V., Transformatorweg 102, 1014 AK Amsterdam, by e-mail: [privacy@osre.nl](mailto:privacy@osre.nl)

## 3. Purpose and lawfulness of processing

Execution of the application procedure for an advertised position or as an unsolicited application. The legal basis is performance of the contract, including its initiation, accordance to Art. 88 GDPR, locally applicable local law such as § 26 BDSG in Germany and/or consent pursuant to Art. 6 para. 1 a) GDPR. Applicants may give their consent to make application documents available to other Group companies and specialist departments. Consent can be revoked at any time.

## 4. Data and categories of data

- Name + name suffixes (Mr./Ms., academic title)
- Address
- Contact details (telephone, fax, e-mail, social media profiles)
- Date of birth
- Application data (receipt of application, information on professional career, data on education and qualifications, if applicable, assessment, evaluation, application rejected yes/no)
- Bank details (due to travel expenses)
- Photograph

## 5. Recipients or categories of recipients

Relevant employees in participating departments and affiliated companies, HR consultants, processors (providers).

Aareon uses an application tool from Cornerstone or Workday. For Cornerstone, support can be provided from Israel and New Zealand if required. At Workday, international data transfers are secured by Binding Corporate Rules and EU Standard Contractual Clauses. Applicants may also be invited to an online assessment by Aon, which will store the assessment tool in the Amazon AWS

Cloud in the EU, for which worldwide support is secured by EU standard contractual clauses if required. The reimbursement of travel expenses to applicants is carried out using an SAP® system, for which support from the EU/EEA and Switzerland can be provided if required. The aforementioned countries Israel, New Zealand and Switzerland are considered safe third countries according to the EU Commission's adequacy decision.

Aareon is obliged to participate in the fight against terrorism and carries out a data comparison with EU/US anti-terrorism lists (sanction screening). This is done via the AEB system, which is hosted in Aareon's data centre, for which support can be provided from outside the EU/EEA (UK, Singapore) if required. The UK is considered a safe third country according to the EU Commission's adequacy decision, and EU standard contractual clauses apply to support from Singapore. In the case of international data transfer to or access from outside the EU, there are special risks for personal data (e.g. access by foreign intelligence services).

#### **6. Length of storage**

The data in the application management system and assessment tool are generally stored for up to six months after the end of the application process, unless the applicant agrees to longer storage after being requested to do so. Booking documents (e.g. travel expenses) and sanction screening documents are subject to a statutory retention period of up to 10 years.

#### **7. Rights of data subjects**

Data subjects have the right to obtain information from the controller about the personal data concerned, rectification, deletion, restriction of processing, revocation at any time for the future, data portability and complaint to a supervisory authority. Applicants can terminate the application process at any time.

Status 27 June 2023