

# Privacy Policy

Application process

## I. Introduction

This privacy policy provides information about the processing of your personal data by wefox Group Services (GER) GmbH, Urbanstraße 71, 10967 Berlin; Registernummer HRB 171284 as operator of wefox and the respective local wefox legal entity offering the open position (hereinafter also referred to as “data controller” or “we”) when using this website, our applicant platform, our contact form or our newsletter. Personal data includes all information that is directly or indirectly related to you.

This transmitted data is transmitted via TLS encryption and stored in a database, which we are responsible for and operated by a third-party company called Greenhouse Inc. (<https://www.greenhouse.io/>). With Grenhouse.io, which offers applicant management software and only stores data on ISO and SSAE 18 SOC 2 standards-certified servers, we have concluded a corresponding data processing agreement.

## II. For what purposes do we use your information?

### 1. Use when visiting the website

When you visit our website, your browser transfers specific data to our webserver for technical reasons, in order to provide you with the information which you requested. In order to allow you to visit the website, the following data are collected, stored for a short period of time and used:

- IP address,
- Date and time of the request,
- Time zone difference from Greenwich Mean Time (GMT),
- The content of the request (specific page),
- Access status / HTTP status code,
- Quantity of data transferred in each case,
- The website making the request,
- Browser,
- Operating system and its interface,
- Language and version of the browser software.

In addition, to protect our legitimate interests, we store this data for a limited time, in order to arrange for the retrieval of personal data in the event of unauthorised access or access attempts on local servers. We are authorised to do this according to Art. 6 para. 1 clause 1 lit. f GDPR.

## 2. Application on vacant position

When you visit our website and apply for a job we require you to create a candidate profile containing:

- your private contact data;
- your educational background, skills and competencies (optional);
- your work history (optional);
- a link to your professional profile (optional), which we will then use to understand your professional background (e.g. LinkedIn)

When you apply for a vacant position, we additionally require you to provide application documents, e.g. your CV, reference letters and/or a cover letter.

It may also be required to include special categories of personal data such as information on disabilities if this information is required for the position you are applying for.

## III. With whom and how do we share your information?

### 1. Disclosure of data for third-party processing

wefox outsources certain processes and tasks to service providers in order to guarantee the handling of complicated topics, which require particular knowledge or cannot be undertaken in house, for example hosting our website, analysing user behaviour on our websites and so on. Therefore, we will pass on your data to the following categories of recipients:

- Technical service providers which work for us
- Web analysis provider

Furthermore, data is also shared with specialised companies in the wefox group in order to carry out central data processing tasks. In this case, your data may be processed centrally by a company of the wefox group which are subsidiaries of FinanceApp AG, Stampfenbachstr. 138, 8006 Zürich.

In this case, we will only pass on such information to the companies which is necessary for the respective service.

In addition, in the context of your information being forwarded to other service providers, we would like to ensure you that your data is handled carefully and that you are able to exercise your rights even when other service providers are involved. For this reason, corresponding contracts for protecting your information have been concluded with the service providers, wherever necessary.

Your personal data is communicated for the purpose of the application process on the basis of Art. 6 para. 1 clause 1 lit. f GDPR and provided that you have given us your consent for your personal data to be processed on the basis of your consent within the meaning of Art. 6 para. 1 S.1 lit. a GDPR.

## 2. Disclosure due to statutory obligation

Moreover, we communicate your personal data only and in so far as there is a statutory obligation for disclosure on our part. This communication is done on the basis of Art. 6 para. 1 S.1 lit. c GDPR (e.g. to the police authorities as part of criminal investigations or to the data protection supervisory authorities).

## 3. Processing of data outside the EU/EEA

Your data are also partly processed in countries outside of the European Union (“EU”) or the European Economic Area (“EEA”). In these cases, we ensure with our contractual partners that sufficient level of data protection is guaranteed for your data, e.g. by contractual arrangements (EU standard contractual clauses).

# IV. When will your information be deleted?

Your application data will be stored for 90 days after the application process is finished and the position is filled.

# V. What rights do you have in connection with the processing of your information?

In order to show you all possibilities as part of the collection and use of your information/personal data, we would hereby like to draw your attention to the rights, to which you are entitled in this regard.

## **a. Right to receive information**

You can request information about how, by whom, for what purposes, and under what conditions your data is collected and used.

## **b. Right to correction**

Naturally, we do not want to forward any false or out-of-date information as part of the use of your personal information, in order e.g. to avoid misunderstandings or possible harm. Therefore, you may at any time update or correct the information we have collected about you.

## **c. Right to restrict processing**

You may further ask that we use your data only to a limited extent. This means that although your data is still stored, they may, however, only be used in restricted circumstances (e.g. for asserting legal claims).

## **d. Right to object**

If we collect and use your information for legitimate purposes, you of course have the right to object to the use of your information.

**e. Right to file a legal complaint with a supervisory authority**

We are, of course, keen to comply with all laws in respect of your data. However, if you believe that the use of your data violates data protection regulations, you have the right to file a complaint with a regulatory authority.

**f. Right to deletion**

Not least, we shall also delete your data as long as it is no longer required for the purposes stated here and as long as we are not bound by any retention requirements (cf. §V). However, if you believe that there is no legal basis for further storage, you may ask that we delete the data.

**g. Right to data portability**

You also have the right to data portability with regards to all the data you have provided to us. This means that we are required to provide you with this data in a structured, common, and machine-readable format.

Please note, however, that we reserve the right to enforce statutory restrictions on our part, for example if we are obliged to retain or process certain data, have an overriding interest or need the data for asserting claims.

## VI. Consent and revocation of consent

If you have given us your consent for your personal data to be processed, you can revoke this at any time. Revocation of consent applies to the future. This does not affect the legitimacy of any prior processing of your data.

## VII. How can you contact us?

In order to exercise your abovementioned rights or in connection with your consent or if you have any further questions regarding data protection in our company, you can contact us as well as our Data Protection Officer as follows:

Data Protection Officer, Urbanstraße 71 10967 Berlin  
at [dataprotection@wefoxgroup.com](mailto:dataprotection@wefoxgroup.com) .

You can also contact us in this way if you would like to lodge a complaint about how we collect, store and use your personal data. It is our aim to offer the best possible solution regarding your complaints. However, if you are not satisfied with our answer, you can also get in touch with the competent supervisory authority.

## VIII. Changes to this privacy policy

We reserve the right to update this privacy policy from time to time. Updates made to this privacy policy will be published on our website. Changes shall come into effect from the time of their publication on our website. We therefore recommend that you regularly visit this page in order to keep abreast of any possible updates.