

Data protection information for applicants (m/f/d) to

Siemens Stiftung

pursuant to Art. 13, 14, 21 of the General Data Protection Regulation (GDPR)

We are pleased to learn of your interest in us and that you are applying or have applied for a position in our company. Protecting our applicants' privacy and their personality rights is crucially important to us. We would like to inform you below on how your personal data are processed in connection with your application.

To improve readability, we have refrained from the simultaneous use of male, female and diverse forms of speech (m/f/d). All personal designations apply to all genders in equal measure.

1. Who is the controller for the data processing?

Siemens Stiftung

Kaiserstr. 16
80801 Munich
Tel.: +49-89-540487--0
Email info@siemens-stiftung.org

You can reach our Data Protection Officer here:

email datenschutz@siemens-stiftung.org

2. Purposes of the processing and legal foundation

We will process your personal data, where necessary, to check the establishment of an employment relationship. As a general rule, the legal foundation for this processing is given by Art. 6 (1)(b) GDPR in conjunction with Sec. 26 of the Federal Data Protection Act (BDSG).

We will only capture your personal data (in particular, your first name, surname, address, email, position applied for, details from the application) required for the application process. To enable us to give full consideration to your application, you must also provide us with information on your career to date.

As a general rule, we will only use data in the course of your application that come directly from you or a person authorized by you. During the application process, further personal data may be gathered from you personally or from generally accessible sources. This may include data that you provide online for the purpose of presenting your professional credentials (e.g. in business networks). We will not conduct any more extensive research on you, e.g. by means of online search engines.

If we ask you for your gender as in your desired form of address during the application process, the sole reason for doing so is our desire to address you correctly in correspondence or interviews.

2.1 Consent (Art. 6 (1)(a) GDPR)

If and to the extent that you have given us your consent to process data for certain purposes, for example to enable us to actively contact you to offer you further vacancies with us, the duration of the processing is defined by the purpose of the consent issued.

2.2 Implementation of pre-contractual measures and fulfillment of contractual obligations (Art. 6 (1)(b) GDPR)

We will process your personal data in order to implement measures and perform actions as part of pre-contractual relationships, particularly for contractual negotiations.

2.3 Fulfillment of legal obligations (Art. 6 (1)(c) GDPR)

We will process your personal data to the extent legally necessary to meet duties of retention under commercial law and tax legislation or on the basis of other legal standards (e.g. under the Money Laundering Act).

2.4 Safeguarding our legitimate interests or those of a third party (Art. 6 (1)(f) GDPR)

We will process your personal data to the extent required to defend legal claims asserted against us resulting from the application process. For example, a legitimate interest is an obligation to provide evidence in a legal case based on the General Equal Treatment Act (AGG).

3. Categories of personal data processed by us and the origin of such data

We will process the personal data that we receive from you yourself as part of your application. These are data that you make available to us as part of your application, in particular by sending us your application material and as a result of the details you supply in job interviews. It is possible that we may also view applicants' profiles on XING and LinkedIn or other professionally oriented social networks if any such profiles exist. We will not view profiles in private social networks.

It is also possible that we may receive data from employment agencies to which you have entrusted your application material and which propose you to us as a candidate for a position.

4. Who receives your data?

Your data will naturally be treated confidentially and only made accessible to persons in the company who are involved in the decision-making process for the appointment (e.g. HR department, specialist department).

Your application details will be viewed by the HR department when your application is received. Suitable applications will then be passed on internally to those in the department responsible for the relevant vacancy. The next steps will then be agreed. As a matter of principle, the only persons in the foundation who have access to your data are those that require them for the proper handling of our application process.

In addition, data of relevance in each individual case may be transmitted to third parties on the basis of statutory provisions or a contractual agreement. The recipients may be contract processors such as software providers, IT service providers, document shredders, etc. We have concluded a so-called contract processing agreement with these providers which ensures that the data processing is conducted lawfully.

5. Transmission of your data to a recipient in a third country or an international organization

Should we transmit personal data to service providers outside the European Economic Area (EEA), such transmission will only be made if the EU Commission has confirmed that the third country has an appropriate level of data protection or if other suitable data protection guarantees are in place (e.g. binding in-house data protection rules or EU standard data protection clauses) unless there is a statutory exemption from complying with the data protection level (Art. 49 GDPR), in particular your explicit consent under data protection regulations.

6. How long will we store your data?

We will store your personal data as long as necessary to achieve the purposes of the processing and/or meet statutory duties of retention.

If you are not selected for the position for which you have applied, we will delete your data six months after you withdraw your application provided you do so, and six months after rejecting your application, if we do so. In the event that a contract of employment is concluded between you and us, your application material will be transferred to the personnel file in our personnel information system and stored at least for the duration of the employment relationship.

7. To what extent are decisions automated in individual cases (including profiling)?

We do not use any purely automated decision-making processes as defined by Article 22 GDPR. Should we use such procedures in individual cases, we will inform you of this separately.

8. Scope of your obligations to provide us with your data

Any application to us is submitted voluntarily. It is necessary that you give us your personal data with respect to your professional and/or educational career to date, your qualifications, skills, personal details and how you can be reached, to enable us to find out if you as a candidate fit the position to be filled and make our selection. If you as the applicant do not provide personal data, by the nature of things, it will not be possible to make a selection or conduct the application process.

The upshot is that if personal data are not provided, it will simply not be possible to consider you as a candidate when filling the vacancy.

9. Rights of data subjects

On certain conditions, you can request

- **information** from the a.m. address on the data pertaining to you processed by us as defined by Art. 15 GDPR. In particular, you can request information about the purposes of the processing, the category of personal data, the categories of recipients to whom your data have been or will be disclosed, the envisaged period for which the data will be stored, the existence of the right to rectification, erasure, restriction of the processing or right of objection, as well as the right to lodge a complaint, to know where the data was collected if not by us, and the existence of any automated decision-making including profiling and, if applicable, meaningful information regarding the details;
- in accordance with Art. 16 GDPR, you can request the immediate **rectification** of inaccurate data or the **completion** of personal data concerning you stored by us;
- in accordance with Art. 17 GDPR, you can request the **erasure** of your personal data stored with us except where processing is necessary for exercising the right of freedom of expression and information, for complying with a legal obligation, for reasons of public interest, or for asserting, exercising or defending legal claims;
- in accordance with Art. 18 GDPR, you can request that the **processing of your personal data be restricted** where the accuracy of the personal data is contested by you, the processing is unlawful, but you oppose the erasure of the data and we no longer need them, but they are required by you for asserting, exercising or defending legal claims or you have objected to processing pursuant to Article 21 GDPR;
- in accordance with Art. 20 GDPR, you can receive the personal data that you have made available to us in a **structured, commonly used, machine-readable format** or request that the data be transferred to a different controller;
- In accordance with Art. 7 (3), you can revoke the consent given to us at any time. If you do so, we will no longer in future be able to continue processing any data based on this consent.

If you wish to assert one of these rights, please approach us or, if applicable, our Data Protection Officer. **We recommend that you use content encryption when communicating particularly sensitive data by email (e.g. encrypted PDF document, or similar)**

Information on your right of objection under Article 21 GDPR

You have the right to object to the processing of personal data concerning you conducted on the basis of Art. 6 (1)(f) GDPR (data processing to safeguard legitimate interests) or Art. 6 (1)(e) GDPR (data processing for tasks carried out in the public interest).

If you lodge an objection, we will no longer process your personal data unless we can show compelling, sensitive reasons for the processing which outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

Information on your right of revocation under Article 7 (3) GDPR

If we process your personal data for certain purposes on the basis of your consent, you have the right at any time to **revoke** your **consent** in accordance with Art. 7 (3) GDPR. After receiving your revocation, we will cease processing the data for the purposes for which you issued your consent. The lawfulness of the processing conducted before receipt of your revocation will be unaffected

Please note that the **revocation only applies to the future**. Processing performed before revocation is not affected.

Objection to the processing of data for the purposes of direct marketing

In the case of data processing for direct marketing, you have the right at any time to object to the processing of personal data concerning you for the purpose of such marketing; the same applies to profiling if it is used in connection with such direct marketing.

If you lodge an objection to processing for the purpose of direct marketing, we will no longer process your personal data for such purposes.

The objection can be lodged informally and if possible should be directed to:

Siemens Stiftung
Kaiserstr. 16
80801 Munich
email <mailto:info@siemens-stiftung.org>

10. Your right to lodge a complaint with the responsible regulatory authority

You have the right to lodge a complaint with the data protection regulatory authority if you believe the processing of your data is in breach of the GDPR (Art. 77 GDPR). The regulatory authority responsible for us is:

Data Protection Authority of Bavaria, Promenade 18, 91522 Ansbach, Telephone: +49 (0) 981 180093-0, email: poststelle@lda.bayern.de

Change to our data protection policy

We reserve the right to change our security and data protection measures in so far as this becomes necessary due to technical developments. In such cases we will adjust the information we give about data protection accordingly. Please therefore follow the up-to-date version of our data protection policy at all times.