

Data protection declaration for applicants

Preamble

The protection of your personal data is very important to us. We therefore process your data exclusively on the basis of the legal provisions (GDPR, TKG 2021). In this data protection declaration we inform you about the most important aspects of data processing within our frameworks application process.

1. Data Controller

The controller for the processing of personal data within the meaning of the General Data Protection Regulation (GDPR) is:

fiskaly GmbH

Mariahilfer Straße 36/5 (4th floor)

1070 Vienna

Austria

e-mail: office@fiskaly.com

2. Data Protection Officer

The person responsible has appointed a data protection officer within the meaning of Article 37 GDPR. The contact details of the data protection officer are as follows:

CoreTEC IT Security Solutions GmbH

Ernst-Melchior-Gasse 24/DG

1020 Vienna

Austria

e-mail: dsgvo@coretec.at

3. Purposes and legal basis of the data processed

The processing of your personal data is primarily necessary to examine your application and is based on Article 6 (1) (b) of the GDPR (performance of a contract) in the context of the employment relationship or in the period before the conclusion of the employment relationship.

In addition, the Company has a legitimate business interest under Article 6 (1) (f) GDPR to process personal data during the recruitment process and to keep records of the process in order to

recruit only people who are best suited for a particular job. The processing of your personal data throughout the recruitment process is necessary to assess and confirm the applicant's suitability for employment and to decide who will be employed.

In addition, in some cases we need to process data to ensure that we comply with our legal obligations, or to respond to and defend legal claims (Article 6(1)(c) of the GDPR), or where you have given us your express consent to do so (Article 6 paragraph 1 letter a of the GDPR), e.g. to enable the company to inform you about potential positions that may be of interest to you.

To the extent permitted by applicable law, we process your personal data for the following purposes:

- Evaluating your skills, qualifications and interests in relation to our company's employment requirements and your suitability for the specific position for which you are applying,
- Verification of your information,
- Consideration of any objections to the decision not to employ you,
- the confirmation of recommendations after your prior consent,
- Communicate with you about the recruitment process and/or your application(s) and possible future career opportunities within our company,
- To comply with applicable laws and regulations or to protect the Company's legitimate interests (e.g. to defend the Company against legal claims) in a legal proceeding.

When the recruitment process is complete and we offer you a position, you will be informed of the data protection notice that applies to our company employees. The Employee Data Protection Notice contains the relevant information and the legal basis on which we will process personal data during your employment.

4. Categories of personal data

The personal data we collect during the recruitment process (when you respond to our job advertisement, send us your CV or when you attend an interview online or at our offices) may include:

- Identification information and contact information such as name, date of birth, home address, email address, mobile and/or landline telephone numbers, social security number, passport number and other contact information.
- Education and academic studies, previous and/or relevant professional experience, foreign languages, possession of diplomas or licenses, other qualifications, skills, talents, work permits or other information you provide to us to support an application and suitability for a job search, suitability to work in the country of the company.
- Information about previous applications and/or employment relationships you have had with our company.

- Other personal information you have provided in your resume and/or cover letter.
- Information from your LinkedIn profile (if you reference your LinkedIn profile in your CV or application or apply via LinkedIn).
- Information from interviews and selection processes you may have taken part in, e.g. E.g. conversation notes, communication details, such as email content, etc.
- Details about the nature of your current or intended position, your current and/or desired salary and other terms and conditions relating to compensation and benefits or other employment preferences.
- Special categories of information collected during the application or recruitment process, information about your nationality and/or citizenship, medical or health information.
- Service references and letters of recommendation, including information provided by third parties with your consent.

Providing personal data is voluntary, but is necessary so we can decide whether to enter into an employment contract with you and in order to take steps prior to the conclusion of a contract (e.g. assessing the applicant) or the performance of a contract that has already been concluded. If you do not provide us with the personal data, the recruitment process may be delayed and/or we may not be able to adequately assess your application for a position, and therefore, may have to reject it.

Disclosure and recipients of your personal data

Your personal data will be shared internally within our company, between its various departments or within its subsidiaries as part of the selection of applicants for employment with us. This internal sharing occurs securely and on a need-to-know basis.

We may share some of your personal data with third parties to the extent permitted by Article 6(1)(f) of the GDPR to meet the legitimate interests of the company, i.e., to enable us to support our recruitment processes.

We use software systems provided by third parties to support our recruiting processes (greenhouse). These service providers are referred to as “processors” and have a legal obligation under the GDPR and to the company to protect your personal data and only use it to provide the agreed service. Particularly during the recruitment phase, your personal data may also be passed on to third parties, e.g. to accounting service providers, employment agencies, insurance companies or companies and other supervisory authorities where we are required to do so by applicable law in accordance with Article 6(1)(c) of the General Data Protection Regulation (legal obligation).

Except as stated above, your information will not be passed on or disclosed to third parties for marketing or other purposes.

Transmission of your personal data in Third countries

As part of our application process, we use the “Greenhouse” tool. Greenhouse is based in the USA. This means that personal data that you provide to us as part of your application will be forwarded to a server in the USA and stored there. We ensure that all data protection regulations are adhered to. The transfer is based on EU standard contractual clauses to ensure an adequate level of data protection. Further information on data processing by Greenhouse can be found in their data protection declaration.

Accuracy of personal data

It is important that the personal information we hold about you is accurate and up to date. For this reason, we ask that you inform us as soon as possible if your information changes or is incorrect during the recruitment process.

Retention period for your personal data

Your personal data will be stored for the duration of the application process and a reasonable period thereafter to take legal requirements and statute of limitations into account. If legal or disciplinary proceedings are initiated, the data will be retained until these proceedings have been completed. Once the process has been completed, the data will be deleted or archived as permitted by law.

We will retain your data for 6 months after completing the application process in order to contact you about future job offers, unless you request that your data is to be deleted. Anonymous data may be used for statistical purposes or to improve our recruitment processes.

If your application is successful, your data will continue to be stored in accordance with the legal regulations as part of the employment relationship. Further information can be found in the data protection declaration for employees.

Greenhouse

4.1.1. Application portal

You are welcome to send us your application documents using the contact form in the “Jobs” section. We process the data you provide in order to assess whether we can offer you a suitable, open position, to process the application process and to manage applicants. We use the Greenhouse application portal for this. If you are employed in our company as a result of your application, your data will also be processed to fulfill our (employment/service) contractual obligations. The processing is therefore necessary to fulfill pre-contractual and contractual obligations (Article 6 (1) (b) GDPR). If employment is

not achieved, we will retain your personal information for 6 months, unless you agree that we may retain it for longer.

5. Storage period

In principle, your data will only be stored as long as it is necessary to fulfill the respective purpose (see 2.1) for which the data was collected. If we are obliged to continue to store your data due to legal retention obligations, for example according to the provisions of the Allgemeinen Bürgerlichen Gesetzbuch (ABGB), the Unternehmensgesetzbuch (UGB) or the Bundesabgabenordnung (BAO), your data can also be stored for the duration provided for by the retention obligations become. The data can also be stored for as long as is necessary to assert, exercise or defend legal claims.

6. Rights of those affected

As a data subject affected by data processing, you have the following rights according to the GDPR:

6.1. Right to information (Article 15 GDPR)

You have the right to request information about the data stored about you.

6.2 Right to rectification (Article 16 GDPR)

You have the right to immediately request that the person responsible correct and/or complete the incorrect and/or incomplete data concerning you.

6.3 Right to deletion (Article 17 GDPR)

You have the right to request that the person responsible delete the personal data concerning you immediately.

6.4 Right to restriction of processing (Article 18 GDPR)

You have the right to request that the person responsible restrict the processing of personal data concerning you.

6.5 Right to data portability (Article 20 GDPR)

You have the right to receive the personal data concerning you that you have provided to a controller in a structured, common and machine-readable format and to transmit this data to another controller without hindrance from the controller to whom the personal data was provided.

6.6 Right of withdrawal (Article 7 Paragraph 3 GDPR)

You have the right to withdraw your consent to the processing of personal data at any time. The revocation of consent does not affect the lawfulness of the processing carried out based on the

consent before its revocation. The revocation is only effective for the processing of personal data, which is based on your consent.

6.7 Right to object (Article 21 GDPR)

In particular, you have the right, for reasons arising from your particular situation, to object at any time to the processing of personal data concerning you, which is based on a legitimate interest. Unless our legitimate interests outweigh them or the processing serves to assert, exercise or defend legal claims, we will no longer process your personal data.

7. Provision of data

The provision of personal data is necessary for the purposes stated in each case. If the data is not provided or is not provided to the required extent, the respective services cannot be used.

8. Automated Decision Making / Profiling

Fiskaly does not use automated decision-making or profiling.

9. Right to lodge a complaint with the supervisory authority

You have the possibility to contact the responsible data protection supervisory authority with a complaint. In Austria this is the data protection authority (DSB).

Austrian data protection authority

Barichgasse 40-42

1030 Vienna

Austria

Email: dsb@dsb.gv.at

Telephone: +43 1 52 152 0

10. Final provisions

We reserve the right to adapt this data protection declaration if necessary, in particular to comply with new legal and/or technical requirements or changes. We will endeavor to notify you promptly of any such changes. In any case, you can find the current version of the data protection declaration on our homepage (<https://www.fiskaly.com/de/datenschutzbestimmungen>).