

Information pursuant to Articles 13, 14 and 21(1) of the General Data Protection Regulation (GDPR)

Applicant

Dear Applicant,

We hereby inform you, pursuant to Articles 13, 14 and 21(1) GDPR, about the processing of your personal data by us and about your data protection rights. The specific data processed and the manner in which it is used depend primarily on the recruitment process and – if an employment relationship is established – on the employment contract arrangements.

1. Who is responsible for data processing and whom can I contact?

These privacy notices apply to the processing of personal data in the context of recruitment processes within companies of the neeyo Group. The controller responsible for the processing of personal data is the respective company to which you apply or which processes your data in the specific case.

Companies of the neeyo Group include in particular:

neeyo Austria GmbH
(formerly DocuMatrix GmbH)
Mühlfeldstraße 4
3441 Einsiedl
Austria

neeyo Deutschland GmbH
(formerly Formware GmbH)
Stangenreiter Straße 2
83131 Nußdorf am Inn
Germany

neeyo Schweiz AG
(formerly Documatrix Schweiz AG)
Marktgasse 37
8400 Winterthur
Switzerland

The above-mentioned companies operate under a unified external appearance using the neeyo brand.

Data Protection Officer

For data protection-related enquiries, please contact the following:

For neeyo Austria GmbH and neeyo Schweiz AG: dsb-at@neeyo.io

By post to:
Mühlfeldstraße 4
3441 Einsiedl
Austria

For neeyo Deutschland GmbH: dsb-de@neeyo.io

By post to:
Stangenreiter Straße 2
83131 Nußdorf am Inn
Germany

2. What sources and data do we use?

We process personal data that we receive from you during the recruitment process or through your contact with us (e.g., via email, application form, video conference or telephone).

Where necessary, we also process personal data that we lawfully receive from third parties (e.g., recruitment agencies).

In addition, we process personal data obtained from publicly accessible sources (e.g., professional networks), where legally permissible.

Relevant personal data may include in particular:

- Personal details (name, address, contact details, date of birth, nationality)
- Application documents (CV, references, qualifications, previous professional activities)
- Communication data (emails, interview notes, meeting records)
- Payment data, where necessary for reimbursement of expenses

Where you voluntarily provide special categories of personal data pursuant to Art. 9 GDPR (e.g., health data), we will process such data only insofar as this is necessary within the recruitment process and only where processing is permitted under Art. 9(2) GDPR.

3. For what purposes do we process your data and on what legal basis?

We process personal data in accordance with the GDPR.

a) For the performance of contractual obligations (Art. 6(1)(b) GDPR)

Processing is carried out for the purpose of conducting the recruitment process and deciding on the establishment of an employment relationship.

If employment is established, further processing takes place for the purpose of establishing and performing the employment relationship.

b) Legitimate interests (Art. 6(1)(f) GDPR)

Where necessary, we process your data to safeguard our legitimate interests, for example:

- Assertion or defence of legal claims;
- Ensuring IT security and IT operations;
- Prevention and investigation of criminal offences, including video surveillance for the collection of evidence. Such measures serve the protection of customers and employees;
- Measures relating to building and facility security (e.g., access controls);
- Measures to safeguard property rights;
- Business management purposes.

c) Based on your consent (Art. 6(1)(a) GDPR)

Where you have given us consent (e.g., inclusion in an applicant pool), processing is based on your consent.

Consent may be withdrawn at any time with effect for the future.

d) Legal obligations (Art. 6(1)(c) GDPR)

Where legal obligations exist, we process personal data on this basis.

The applicable legal provisions depend on the respective responsible entity and its registered office.

4. Who receives my data?

Within the respective legal entities, only those departments that require your personal data to fulfil contractual and legal obligations will have access to it.

We also use processors pursuant to Art. 28 GDPR, in particular in the areas of:

- IT and communication services
- Consulting services

With all processors, appropriate data processing agreements have been concluded.

With regard to the transfer of data to recipients outside the company, we will only disclose your data where permitted or required by law, where you have given consent, or where we are authorised to provide information.

Under these conditions, recipients of personal data may include, for example:

- Public authorities and institutions (e.g., Public Employment Service, public prosecutor's office, police authorities, supervisory authorities) where a legal or official obligation exists;
- Other companies to which we transfer personal data to the extent necessary (depending on the contract, e.g., recruitment agencies, banks);
- Other recipients for whom you have given your consent.

5. Is data transferred to a third country or international organisation?

Any transfer of personal data to countries outside the European Union (third countries) or to international organisations takes place only in compliance with Articles 44 et seq. GDPR.

Where such transfers occur, they are based in particular on:

- An adequacy decision of the European Commission pursuant to Art. 45 GDPR (e.g., EU-US Data Privacy Framework, where the recipient is certified), and/or
- Appropriate safeguards pursuant to Art. 46 GDPR, in particular the Standard Contractual Clauses (SCCs) adopted by the European Commission, together with supplementary technical and organisational measures where necessary.

Further information on the safeguards applied can be provided upon request.

6. How long is my data stored?

Your application data will be stored for the duration of the recruitment process.

If no employment relationship is established, your data will generally be deleted six months after completion of the recruitment process.

Longer storage in an applicant pool will only take place on the basis of your consent.

7. What data protection rights do I have?

You have the right to:

- Access (Art. 15 GDPR)
- Rectification (Art. 16 GDPR)
- Erasure (Art. 17 GDPR)
- Restriction of processing (Art. 18 GDPR)
- Data portability (Art. 20 GDPR)

You also have the right to lodge a complaint with a competent data protection supervisory authority.

The competent supervisory authority depends on your place of residence, your place of work or the place of the alleged infringement.

8. Am I obliged to provide data?

You are required to provide only the personal data necessary for conducting the recruitment process. Without this data, we will generally be unable to consider your application.

9. Is there automated decision-making?

No solely automated decision-making within the meaning of Art. 22 GDPR takes place. No automated pre-selection is carried out.

10. Is my data used for profiling (scoring)?

Your data is not processed for the purpose of profiling.

Information on your right to object (Art. 21 GDPR)

You have the right, on grounds relating to your particular situation, to object at any time to the processing of personal data concerning you where such processing is based on Art. 6(1)(f) GDPR.

If you wish to exercise your data protection rights or object to the processing of your personal data, you can contact the following:

For neeyo Austria GmbH and neeyo Schweiz AG:

dsm-at@neeyo.io

For neeyo Deutschland GmbH:

dsm-de@neeyo.io