

Job applicant Privacy Notice

In order to consider you for employment, Verbatim needs to collect personal data about you. As part of any recruitment process, Verbatim collects and processes personal data relating to job applicants. Verbatim is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Identity and contact details of controller

Verbatim GmbH is the controller of data for the purposes of the GDPR:

Our contact details are as follows:

Verbatim GmbH
Duesseldorfer Strasse 13
65760 Eschborn
GERMANY

Email: hr@verbatim-europe.com

If you have any questions about this privacy notice or how we handle your personal information, please contact Dirk Schnabel, Finance- and Administration Manager (E-Mail: dschnabel@verbatim-europe.com), at the organisational address above.

We have appointed an **external Data Protection Officer (DPO)** to oversee compliance with this privacy notice. In any case relating to data protection you can contact CTM-COM GmbH, Contact Person: Nikolai Haas, In den Leppsteinswiesen 14, 64380 Roßdorf, E-Mail: datenschutz@ctm-com.de, Phone: +49 154 57605-111.

What information do we collect?

Verbatim will process – that means collect, store, transfer and use – a range of information about you. This might include

- Name, address, and contact details, including email address and telephone number;
- details of your qualifications, skills, experience, employment history, and recommendation letters;
- information about your current/requested level of remuneration including benefit entitlements;
- information about your entitlement to work in the country you are applying for.

How do we collect the information?

Verbatim may collect the information in a variety of ways. Data might be contained in

- application forms, CVs or resumes

- obtained from your passport or other identity documents, or
- collected through interviews or other forms of assessment, including online tests.

Verbatim may also collect personal data about you from third parties, such as references supplied by former employers or recruitment agencies. Verbatim might seek information from third parties as part of a job offer and will inform you that it is doing so.

How do we store the information?

Verbatim will store the data in a range of different places, including on your application record, in HR management systems, and on other IT systems (including email).

The purpose of personal data processing

Verbatim needs to process data for recruitment purpose. It may also need to process your data to enter into a contract with you.

In some cases, Verbatim needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the country you applied for before employment starts.

Verbatim has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Verbatim to manage the recruitment process, assess, and confirm a candidate's suitability for employment and decide to whom to offer a job.

Verbatim may also need to process data from job applicants to respond to and defend against legal claims.

Verbatim may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

Verbatim processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Verbatim is obliged to seek information about criminal convictions and offences. Where Verbatim seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Storage of your personal data

If your application is unsuccessful, Verbatim may keep your personal data on file in case there are future employment opportunities for which you may be suited. Verbatim will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to your personal data?

Your information may be shared internally for the purposes of the recruitment process. This includes members of the

- HR and recruitment team
- interviewers involved in the recruitment process
- managers in the business area with a vacancy; and
- the Company Management.

Verbatim will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

How do we protect your data?

Verbatim takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long do we keep your data?

If your application for employment is unsuccessful, Verbatim will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period or if you agreed that we keep your data longer than 6 months for future recruiting processes, once you withdraw your consent, your data is deleted or destroyed immediately.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can

- access and obtain a copy of your data on request;
- require Verbatim to change incorrect or incomplete data;

- require Verbatim to delete or stop processing your data, i.e. where the data is no longer necessary for the purposes of processing;
- require the right to data portability from the Company and
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- object to the processing of your data where Verbatim is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact hr@verbatim-europe.com.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint with a supervisory authority if you believe that we have not complied with the requirements of the GDPR with regard to your personal data. The supervisory authority responsible for Verbatim GmbH is:

Der Hessische Beauftragte für Datenschutz und Informationsfreiheit
(The Hessian Commissioner for Data Protection and Freedom of Information)
Gustav-Stresemann-Ring 1
65189 Wiesbaden
Phone: +49 611 1408-0; E-Mail: poststelle@datenschutz.hessen.de

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Verbatim during the recruitment process. However, if you do not provide the information, Verbatim may not be able to process your application properly or at all.