

## Privacy Policy

Please note that all personal data and all subsequent information that you provide in connection with your application will be processed and used by APTIS GmbH for the purpose of examining your application for employment in our company. APTIS GmbH will save your application and all related information for a limited period, regardless of whether you are invited to a job interview or not.

Please note that you have the right at any time to delete or correct your data that has been requested by APTIS GmbH.

I agree that APTIS GmbH may collect, store, process and use my personal data for the purpose of checking my application for a limited period of time (completion of the application process, followed by the immediate deletion of the data). This applies regardless of whether I am invited to a job interview or not.

I hereby note that I can revoke this consent at any time. The revocation is valid as soon as APTIS GmbH has informed me in writing. In addition, I understand that my personal information may be stored for longer than described above, as required by applicable law.

The protection of your personal data is particularly important to us. Therefore, we would like to inform you in the following about our data protection principles, to which we commit ourselves in the application procedure.

### What information is collected by us?

During the application process, you must provide certain personal information and information to us. The personal data are treated strictly confidential by us and not passed on. At the end of the application process, this data will be deleted immediately.

By submitting your application documents by e-mail, they are automatically read out and recorded in our application management system. All sent documents (cover letter, CV, certificates and other evidence) as well as the information contained in it are stored here.

If you send us your application documents personally or by post, we digitize them first and then enter them into our user management system. The original documents we send back to you.

### Illegal content

You are solely responsible for the content of the texts you have posted. Please make sure that you do not send us file attachments with viruses or worms. Personal information that you submit to us should not include:

- information about diseases,
- Information about a possible pregnancy,
- information about ethnic origin,

- Political, religious or philosophical beliefs,
- union affiliation and sexual orientation,
- defamatory or degrading information,
- information that is not related to your application.

The information you provide us must be truthful, must not violate any third party rights, public law or morality ("Inadmissible Content"). Please also note that you indemnify us against all claims arising from information that contains inadmissible content and that have been transmitted to us by you.

### Who processes your data?

The Applicant Portal and the website is operated and hosted by APTIS GmbH, Klever Straße 77, 47574 Goch. The processing of the data you send therefore takes place there.

### To whom are personal details forwarded?

Your application data will be used exclusively in our company for application purposes. The transfer of the data does not take place. With the submission of your application documents, we check whether alternative positions are vacant in our company and you also appeal to this position.

### How long will your personal information be stored?

Your personal data will only be stored as long as necessary, taking into account all legal requirements applicable to the application (in particular the Federal Data Protection Act = BDSG). If you have applied for a specific vacancy and we wish to retain your personal information for future advertisements, we will in any event ask for your prior approval.

If there is no agreement to keep your application documents for a longer period of time, your profile and personal data will be deleted immediately after the end of your application process (if there are several parallel applications).

We may cancel this service at any time or delete your data in whole or in part without giving reasons.

### Data security

We take precautions to protect your data and to prevent abuse from the outside. It applies measures such as encryption (SSL encryption), firewalls, hacker defense programs and manual security measures. SSL encryption is active when the address begins with "https: //". Please note that the JavaScript™ technology is used on our website.

### Disruption of service, adjustment or modification of service or deletion of data

We do not guarantee that the offer will be available at specific times. We will not exclude any disruptions, interruptions or any failure of the online offer. The servers are regularly backed

up carefully. However, as far as data is transmitted to us - no matter in what form - you are recommended to make backup copies. We reserve the right to change, extend, restrict or discontinue this service at any time. A liability of us for deleted data or data losses is therefore excluded.

### Notice of changes

We reserve the right to partially update or change this Privacy Policy at any time without prior notice. However, the existing level of data protection will always be maintained. In the event of changes and / or updates to the data protection regulations, you will be informed by e-mail about your saved e-mail address. Review the modified statement to be aware of any changes or updates and any implications.