

## **Data protection information for applicants**

This data protection information for applicants informs you about the processing of your personal data at 1st solution group.

The following companies belong to 1st solution group:

- 1st solution consulting GmbH
- 1st solution experts GmbH
- 1st solution consulting Ltd.

Pursuant to Art. 4 lit. 1 of the General Data Protection Regulation ("GDPR"), your personal data includes all information that relates or can be related to your person, in particular by means of assignment to an identifier such as a name or to an organizational or personnel number by which your person can be identified.

### **Personal information and personal data:**

1st solution group collects and processes the following personal data (in both paper and digital format) provided by you through your application (collectively, "Applicant Data"):

- **Contact information**, such as your name, address, telephone number and email address;
- **Information about your professional experience and skills**, as well as previous employment, language skills, performance appraisals, evaluations, and quotas;
- **Photograph** (if added voluntarily).

It is not intended that special types of personal data will be processed. However, should you provide them, such as health data, these data will also be processed.

### **Data processing purposes, legal basis and consequences:**

Applicant Data is collected and processed for recruitment and hiring purposes to determine the skills and suitability of applicants who have applied for a position (collectively, "Processing Purposes"):

1st solution group relies on the following legal bases regarding data processing:

- Necessity of recruitment (Art. 88 GDPR in conjunction with § 26 FDPA).
- Legitimate interest of 1st solution group (Art. 6 (1) lit. f) GDPR)
- Consent, if provided by you and recorded by law (Art. 6 (1) lit. a) GDPR in conjunction with Art. 88 GDPR and § 26 (2) FDPA);
- Compliance with legal requirements (Art. 6 (1) lit. c) GDPR).

The provision of personal data is on a voluntary basis. However, if you do not provide this data, it could prevent the recruitment process, so that 1st solution group unfortunately cannot consider your application.

## **Categories of recipients:**

1st solution group may use service providers who act as processors to provide IT and other administrative support (e.g., service providers who provide IT hosting or maintenance support). These service providers may have access to your personal data to the extent necessary to provide such services.

In addition, your personal data may be transferred within 1st solution group, for the purpose of simplifying business processes.

Specifically, this means:

Assistance with processing in operations, management and analysis of customer relationships and interactions, and related general IT support.

By entering into the relevant data transfer agreements based on standard contractual clauses, or even by taking other measures to ensure an adequate level of data protection, we have determined that 1st solution consulting Ltd will deliver an adequate level of data protection.

Any access to your personal information is limited to those individuals who need the information to complete your activities.

## **Retention period:**

Application data will be retained for as long as necessary by 1st solution group and, where applicable, its service providers to the extent necessary to fulfill its obligation and in accordance with applicable data protection law for the time necessary to achieve its purposes.

1st solution group will delete your application data upon expiry of a maximum of six months after we have informed you that your application will not be considered. This does not apply if you expressly consent to longer retention at our request because we want to keep you in a talent pool (Art. 7 GDPR); in this case, deletion will take place after the expiry of the time specified in the consent or after your revocation of consent. The deletion will take place subject to a right of retention pursuant to Art. 17 (3) GDPR or in accordance with applicable provisions in the BDSG. Should the decision be positive for you, the application will be assigned to your personnel file created with the establishment of the employment relationship and considered part of the same in terms of data protection.

## **Your rights:**

Should you have given your consent regarding certain processing activities, you may revoke this at any time with effect for the future. This revocation will not affect the previous processing of data.

In accordance with the applicable data protection laws, you have the following rights:

- Right to information, Art. 15 GDPR.

You have the right to information about the stored personal data concerning you.

- Right to rectification, Art. 16 GDPR.

If you discover that inaccurate data concerning you is being processed, you may request rectification. Incomplete data must be completed, taking into account the purpose of the processing.

- Right to erasure, Art. 17 GDPR.

You have the right to request the deletion of your data if certain grounds for deletion exist. This is particularly the case if they are no longer necessary for the purpose for which they were originally collected or processed.

- Right to restriction of processing, Art. 18 GDPR

You have the right to restrict the processing of your data. This means that your data will not be deleted, but will be marked to restrict its further processing or use.

- Right to data portability, Art. 20 GDPR.

You have the right to receive the personal data you have provided to 1st solution group in a structured, common and machine-readable format. Furthermore, you have the right to transfer this data to another controller without hindrance by 1st solution group.

- Right to object to unreasonable data processing, Art. 21 GDPR.

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Art. 6 lit. e or f GDPR.

Since 1st solution group processes and uses your personal data primarily for the purposes of the contractual relationship with you, 1st solution group basically has a legitimate interest in processing your data, which, on the other hand, will override your restriction request.

To exercise your rights, contact us as described in the "Questions" section.

## **Complaint to the supervisory authority about data protection violations**

You have the right to lodge a complaint with the competent supervisory authority if you believe that the processing of your data is not permitted under data protection law. This results from Art. 77 GDPR. The complaint to the supervisory authority can be made informally.

## **Automated decision making / profiling**

1st solution group does not use automated decision making in connection with the application.

## **Questions:**

You can reach the data protection officer of 1st solution group at the following contact details:

@-yet GmbH  
Schloss Eicherhof  
42799 Leichlingen  
e-mail: [datenschutz@1st-solution-group.com](mailto:datenschutz@1st-solution-group.com)