



## **Privacy notices concerning the collection and processing of your personal data within the scope of the application process within the Best Secret Group.**

**(Last revised: 10/2022)**

The following information is intended to provide you an overview of the collection and processing of your personal data within the scope of the application process within the **Best Secret Group**. Which of your personal data we process, and for what purpose this is done, depends on the scope of the respective application process.

### DATA PROCESSING WITHIN THE BEST SECRET GROUP

#### **a) General information**

As part of our business activities, it is essential for data to be exchanged between branch locations and divisions on a regular basis in order to promote and facilitate cooperation within the Group. For this reason, central processes are not limited to a single Group company, but likewise include other Group companies. Companies within the Best Secret Group therefore work together in many areas and act as so-called joint controllers within the meaning of data protection law.

#### **b) information about the primary contents of the contract in the case of joint controller authority within the Best Secret Group**

In light of their joint role, the member companies of the Best Secret Group have concluded a contract as joint controllers within the meaning of Art. 26 in conjunction with Art. 4(7) GDPR in order to guarantee the security of processing and the effective exercise of your rights.

Without limitation, this contract addresses the following points:

- a) Subject, purpose, means and scope as well as competences and responsibilities with regard to data processing
- b) Informing data subjects
- c) Fulfilment of the other rights of the data subjects
- d) Security of processing
- e) Involvement of contract data processors
- f) Procedure in the event of personal data breaches
- g) Other joint and reciprocal obligations
- h) Cooperation with supervisory authorities
- i) Liability

#### **Which of your personal data will we use as part of the application process?**

We process your personal data to conduct the application process to the extent necessary.

This includes the following categories of data:

- Job applications with personal data, contact details, qualification data, activities etc.
- References and certificates with address data, performance data, evaluation data, etc.
- Work-related data that has been made publicly available, such as profiles on professional social media networks



### **Where does this data come from?**

We process data that we receive directly from you or from publicly available media. In some cases, we also receive data from headhunters.

FOR WHAT PURPOSES AND ON WHAT LEGAL BASIS DO WE PROCESS YOUR DATA?

#### **a) Data processing for job application related purposes (Art. 6(1)(b) GDPR and section 26 (1) of the German Data Protection Act (BDSG).**

Personal data of applicants may be processed within the scope of the application process to the extent necessary to make a decision concerning the establishment of an employment relationship. In the event that an employment relationship is established between us, we may process the personal data already received from you for the purposes of the employment relationship, if this is necessary for the execution or termination of the employment relationship or for the exercise or fulfilment of the rights and obligations of the representation of the interests of the employee resulting from a law or a collective agreement, a company or service agreement (collective agreement).

The following processing activities are necessary to conduct the application process:

- Applicant intake
- Review of application related documents by the personnel department and the respective operational department
- Contact by email, telephone call and/or SMS

It may be necessary to share the data referred to above within the Best Secret Group in order to conduct the application process. In particular, this is relevant for conducting the application process in optimal fashion as well as recruiting and allocating positions within the Group.

#### **b) Based on your consent (Art. 6(1)(a) GDPR and section 26 (2) BDSG (Germany))**

If processing personal data from applicants is based on their consent, the dependence of applicants during the application process and the circumstances under which consent is provided must be considered when evaluating the involuntariness of such consent. Without limitation, consent may be voluntary if the applicant obtains a legal or economic benefit or if the interests of the employer and applicant are aligned.

If you have given us your voluntary consent to the collection, processing, or transmission of certain personal data in specific cases, then such consent comprises the legal basis for the processing of the data concerned.

You may provide the following forms of consents as part of the application process:

- Retention of application related documents within the scope of the current application process for consideration in later application processes within the corporate group.

You can withdraw your consent at any time. This also applies to consents given to us before 25/5/2018. However, such a revocation does not affect the lawfulness of processing carried out before you have withdrawn your consent.



## WHO WILL RECEIVE MY DATA?

In order to conduct the application process and to fulfil legal obligations, various public bodies or internal departments, as well as external service providers, will receive access to your personal data.

### a) Within the Best Secret Group:

The following companies within the Best Secret Group may have access to your data for internal administrative purposes:

- **Best Secret Group AG**  
Margaretha-Ley-Ring 27  
D-85609 Aschheim  
Holding functions (e.g. Legal Department), company management
  
- **Best Secret GmbH**  
Margaretha-Ley-Ring 27  
D-85609 Aschheim  
HR department, operational department for the vacancy to be filled, company management
  
- **Best Secret Logistik GmbH**  
Parsdorfer Str. 13  
D-85586 Poing  
Operational department for the vacancy to be filled, employees responsible for personnel related matters, company management
  
- **Best Secret Retail Wien GmbH**  
Berggasse 16  
AT-1090 Vienna  
Operational department for the vacancy to be filled, employees responsible for personnel related matters, company management

Your data may also be shared within the Best Secret Group if you consent to the retention of application related documents following the current application process in order to be considered in later application processes.

### b) External service providers:

- Provider of a web-based applicant management system
- IT service providers (e.g. maintenance service providers, hosting service providers)
- Service provider for file and data destruction
- Recruiters

If you have any questions about a specific recipient, please contact us at: [personal@bestsecret.com](mailto:personal@bestsecret.com).

### Will my data be transferred to countries outside the European Union (so-called third countries)?

In some cases, sub-service providers from the USA or India may have access to your data. If sub-service providers outside the EU or the European Economic Area (EEA) are used, we take appropriate and



suitable safeguards in accordance with Art. 44 et seq. of the GDPR (e.g. conclusion of EU standard contracts) to ensure a sufficient level of data protection for the transfer of personal data. More information may be found at [personal@bestsecret.com](mailto:personal@bestsecret.com).

### How long will my data be retained?

We store your personal data for as long as it is necessary to make a decision concerning your application. If an employment relationship between you and us does not materialize, we may also further store data, insofar as this is necessary to defend against possible legal claims. As a rule, your data will be erased within 6 months of the end of the application process.

In cases in which an employment relationship is not established but you have consented to the continued retention of your data, we will store your data until the later of when you withdraw your consent or a maximum of two additional years. If there are specific grounds, we may also store your data for a longer period of time for the purpose of defending against possible legal claims.

### Do I have an obligation to provide my personal data?

Providing personal data is neither required by law nor by contract, nor are you obliged to provide personal data. However, providing personal data is necessary to conduct the application process, i.e. if you do not provide us personal data in connection with an application, we will not be able to conduct the application process.

### Is automated decision making or profiling used?

Neither automated decision making nor profiling are used.

### Collection of general data when visiting our jobsite

If you use the jobsite for information purposes only, i.e. if you do not register or otherwise provide us with information, we only collect the personal data which your browser transmits to our server. This data is technically necessary for us to display our website to you and to ensure stability and security (the legal basis is the provision of our service pursuant to Art. 6(1)(f) GDPR).

For technical reasons, this data is stored by default as so-called "log files".

Data	Purpose of processing	Legal basis	Retention period
Technical data such as: Operating system in use, browser type and version, device (smartphones, tablets or other device), date and time of access	Optimum presentation of the jobsite  Safeguarding proper operation of the jobsite	Art. 6(1)(f) GDPR.	Erasure no later than 21 days
IP address	Safeguarding proper operation of the jobsite	Art. 6(1)(f) GDPR.	Erasure no later than 21 days



**Job applications via our career portal**

You can use the career portal on our website to apply for vacant positions or send us an unsolicited application. We use applicant management tool Haufe Umantis for the career portal of our website.

We use applicant management tool - "Umantis"- in connection with the operation of our job portal. This is a cloud-based talent management (basis) package for applicants provided by Haufe-Lexware GmbH & Co. KG, a Haufe Group SE company, Munzinger Straße 9, D-79111 Freiburg (hereinafter "Haufe").

We have concluded a contract data processing agreement with Haufe in accordance with Art. 28 GDPR for the use of Umantis.

This means that if are interested, you will be automatically redirected to our Umantis website when you open one of our job advertisements. We use a so-called frame for the transmission of your data. This means that Umantis is embedded directly into our career website and you as a user may not notice the transition, as our Umantis website shares the BestSecret design. You can see this because the URL starts with "recruitingapp-5187umantis.com."

**Registration**

Registration (user account) is first required if you would like to apply via our career portal. Personal data that must be provided is marked as mandatory in the respective registration form; any additional information is voluntary.

We collect and store the following data provided by you as part of the registration process:

Data	Processing purpose	Legal basis for processing	Retention period
When the application is received	Securing the application process	Necessary for establishing an employment relationship, section 26 of the Federal Data Protection Act ("BDSG")	All personal applicant data will be irretrievably deleted or anonymized six months after the end of the application process.
Mr./Ms./Mrs. First name, Last name	Appropriate greeting, identification within the system, applicant communication, statistical/evaluation purposes		
Password	User account creation/protection		
E-mail address	Identification within the system, contact purposes		
Telephone number	Contact purposes		
Cover letter	Conducting the application process		
Curriculum vitae			
Additional documents			



Earliest possible starting date			
Salary expectation (gross)			
How the application learned about the position	Statistical/evaluation purposes	Legitimate interest	

Your online application via our career portal is transferred directly from there to Umantis via an encrypted connection and accordingly sent to the HR department and, of course, treated confidentially. Please note that unencrypted e-mails are not protected from access during transmission. If you send us an application in the mail, the human resources department will collect and enter your data into the tool.

If you do submit an application to us, Haufe Umantis will record your IP address for troubleshooting and security check purposes. It will be irretrievably deleted after twelve months.

### Cookies & other tracking technologies

Our jobsite uses tracking technologies such as cookies. Cookies are text files which are saved in the user's web browser or on the user's computer system by the user's web browser. If a user visits a website, a cookie may be stored on the user's operating system. This cookie contains a distinctive character string that enables unique identification of the browser when the website is accessed again.

#### 1. Type of tracking technologies in use

We differentiate between tracking technologies that are technically necessary for the jobsite and tracking to optimise our jobsite.

##### a) Technically necessary cookies

We use cookies to make our jobsite more user-friendly. Some elements of our jobsite require that the requesting browser can be identified even after changing pages. Technically necessary cookies are not absolutely necessary in order to display the jobsite. However, some functions of the jobsite cannot be used properly without these cookies. As a result, the user does not have right to object. The cookies may be deactivated by using the relevant settings on your browser.

Data	Purpose of processing	Legal basis	Retention period
Technical data such as: Operating system in use, browser type and version, device (smartphones, tablets or other device), date and time of access	Optimum presentation of the jobsite  Safeguarding proper operation of the jobsite	Art. 6(1)(f) GDPR.	Up to 21 days
IP address	Safeguarding proper operation of the jobsite	Art. 6(1)(f) GDPR.	Up to 21 days



## b) Tracking for optimization & performance of the jobsite

Tracking for optimization purposes aids in analysing user behaviour on the BestSecret jobsite as part of performance analysis or for statistical purposes. Best Secret can optimize the user-friendliness of the jobsite and fix any errors that may occur on the basis of these analyses.

Tracking technologies for optimization & performance include:

- Google Analytics & Optimize

The exact mode of operation, and the relevant data categories, for each individual tracking technology will be described in more detail below, starting at No. 2.

Tracking for optimization & performance is only used if you have given us your consent in this regard pursuant to Art. 6(1)(a) GDPR. You may withdraw your consent at any time by disabling the tracking setting “Optimization & Performance” in the footer at the cookie settings. For technical reasons, this opt-out usually only becomes effective after 48-72 hours.

We use the consent management tool “Usercentrics Consent Management Platform” provided by Usercentrics GmbH, Sendlinger Straße 7, 80331 Munich, Germany, to manage your tracking settings. The following data is stored as part of this process:

Data category concerned	Purpose of processing	Legal basis for processing	Retention period
Tracking setting (including consent or rejection, time)	Verification purposes	Art. 6(1)(f) GDPR.	Three years after withdrawal of consent or deletion of the account
Device data or data from any devices in use (including shortened IP address and time)	Verification purposes	Art. 6(1)(f) GDPR.	Three years after withdrawal of consent or deletion of the account
User identifier	Verification purposes	Art. 6(1)(f) GDPR.	Three years after withdrawal of consent or deletion of the account

## 2. Google Analytics & Optimize

This website uses Google Analytics, a web analysis service provided by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. In addition, we use Google Optimize. Google Optimize analyses the use of different versions of our jobsite and helps us to improve user-friendliness based on the behaviour of our users on the jobsite. Google Optimize is a tool associated with Google Analytics.

Google Analytics and Google Optimize use so-called “cookies”, which are text files placed on your computer and make it possible to analyse your use of the jobsite. The information generated by the cookie about your usage of this jobsite will generally be transmitted to a Google server in the USA and stored there. The activation of IP anonymization on this website means that your IP address is,



however, shortened by Google within the member states of the European Union or in other states that are signatories of the Agreement on the European Economic Area. Only in exceptional cases will the complete IP address be transferred to a Google server in the United States and shortened there. Google will not associate your IP address transmitted by your browser via Google Analytics and Google Optimize with any other data held by Google. Google will use this information on behalf of the operator of this jobsite for the purpose of evaluating your use of the jobsite, compiling reports on jobsite activity for jobsite operators and providing them other services relating to jobsite activity and Internet use. The data sent by us and linked with cookies (e.g. user IDs) or advertising IDs are automatically erased after 26 months. Data for which the retention period has expired is automatically deleted once a month. For more information on terms of use and data protection, please visit <https://www.google.com/analytics/terms/de.html>, or <https://support.google.com/optimize/answer/6230273> or <https://policies.google.com/?hl=de>.

Provider name	Service provider type	Data transfers to third countries	Third country	Guarantee pursuant to Art. 44 et seq. GDPR
Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA	Processor	YES	USA	Standard Contractual Clauses
Data category concerned	Purpose of processing	Legal basis for processing	Retention period	
Technical data such as: Operating system in use, browser type and version, device (smartphones, tablets or other device), date and time of access, ...	Evaluation of user behaviour	Art. 6(1)(a) GDPR	Erasure after 26 months at the latest	
Behavioural data such as: visited sites, applied-for vacancies	Evaluation of user behaviour	Art. 6(1)(a) GDPR	Erasure after 26 months at the latest	
User key, device key	Evaluation of user behaviour on various devices/browsers	Art. 6(1)(a) GDPR	Erasure after 26 months at the latest	

**What rights do I have in connection with the processing of my data?**

Each data subject has the right of access under Article 15 GDPR, the right to rectification under Article 16 GDPR, the right to erasure under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR, the right of objection under Article 21 GDPR and the right to data portability under Article 20 GDPR. The restrictions according to sections 34 and 35 of the German Federal Data Protection Act (Bundesdatenschutzgesetz - BDSG) or sections 44 and 45 of the Austrian Data Protection Act of 2018 (Datenschutzgesetz 2018 - DSG 2018), respectively, apply to the right of access and right of erasure.





In addition, there is a right to lodge a complaint with the competent supervisory authority (Article 77 GDPR in conjunction with section 19 BDSG under German law or section 7 DSG 2018, respectively).

You may withdraw your consent to our processing of your personal data at any time. This also applies to the withdrawal of any declaration of consent provided to us before the General Data Protection Regulation entered into force, i.e. before 25 May 2018. Please note that any such withdrawal only applies with future effect. Processing operations that are performed prior to such withdrawal are not affected.

#### **What rights do I have in the case of data processing based on a legitimate or public interest?**

Under Art. 21(1) GDPR, you have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you which is based on Art. 6(1)(e) (data processing in the public interest) or (f) (data processing based on a weighing of interests) GDPR; this also applies to profiling based on those provisions.

In the event of your objection, we will no longer process your personal data unless we can prove compelling grounds for processing that outweigh your interests, rights and freedoms, or such processing is for the purpose of establishing, exercising or defending legal claims.

#### **Who is the controller?**

The controller is **the Best Secret Group (as referred to above) jointly**. You may assert your rights either against the controller listed below, or directly against the Group company to which you have applied, if different:

Best Secret GmbH  
Margaretha-Ley-Ring 27  
D-85609 Aschheim

#### **How do I contact the data protection officer?**

You may contact our data protection officer at the controller listed below, or at the respective Group company to which you have applied, if different:

Data Protection Officer  
Jana Budde  
intersoft consulting services AG  
Bernhard-Wicki-Straße 7  
D-80636 Munich  
E-Mail: [JBudde@intersoft-consulting.de](mailto:JBudde@intersoft-consulting.de)