

## Data protection information for applicants

This information, provided in accordance with Art. 13 ff. GDPR, § 32 BDSG on data protection, serves to fulfil the obligation to provide information when collecting personal data from data subjects as part of the application process.

### 1. Name and contact details of the controller

Menlo Systems GmbH

Bunsenstr. 5,

82152 Martinsried

Phone: +49 89 189166-0

E-Mail: [bewerbung@menlosystems.com](mailto:bewerbung@menlosystems.com)

(hereinafter referred to as 'Menlo')

### 2. Contact details of the data protection officer

Holzhofer Consulting GmbH

Martin Holzhofer

Lochhamer Str. 31

82152 Planegg

Tel.: (0 89) 1 25 01 56 00

E-Mail: [dsb-menlosystems@holzhofer-consulting.de](mailto:dsb-menlosystems@holzhofer-consulting.de)

### **3. Purposes for which personal data are to be processed and the legal basis for processing**

#### **3.1 Lawfulness due to pre-contractual measures in accordance with Art. 6 (1) point b GDPR**

Data processing In order to carry out the application process, we and any third parties or processors engaged by us process the following data about you, provided that you have communicated it to us during the application process or in the course of the contractual relationship:

- Position applied for
- Personal details (first name, surname, telephone number, email address)
- Desired start date
- Information on desired salary
- Further information in the CV, references, certificates to assess qualifications

#### **3.2 Lawfulness based on legitimate interests (Art. 6 para. 1 lit. f GDPR)**

As part of the application process, we will also invite you to participate in a video conference so that we can get to know each other better. At the same time, we also increase the efficiency of an interview compared to a face-to-face meeting, which also benefits you. A range of

your data (e.g. user IDs, email address, IP address) are processed for the purpose of participating in an online video conference as part of the application process. This includes created and archived text documents (e.g. correspondence).

The use of online video conferencing systems is solely for the purpose of facilitating internal and external communication and is necessary for modern office, customer and applicant communication.

A balancing of interests was carried out and came to the conclusion that the interests of the applicants concerned do not outweigh our interests in the company-wide use of online video conferencing systems, among other things due to the technical and organisational measures we have taken.

### **4. Obligation to provide personal data**

The provision of the personal data listed under point 3.1 is necessary for the application process at Menlo. Failure to provide this data would mean that the application process cannot be carried out.

### **5. Automated decision-making including profiling**

Menlo does not process your personal data for the purpose of automated individual decision-making including profiling in accordance with Art. 22 (1) and (4) GDPR.

## 6. Data transfer to a third country

Data transfers to countries outside the EU and the European Economic Area ('third countries') arise in the context of the administration, development and operation of IT systems. The transfer only takes place on the basis of:

- an adequacy decision by the European Commission within the meaning of Art. 45 GDPR.
- an approved certification mechanism pursuant to Art. 42 GDPR together with legally binding and enforceable obligations of the controller or processor in the third country.
- standard data protection clauses adopted by the Commission in accordance with the examination procedure referred to in Art. 93 (2) GDPR.

## 7. Recipients of data and data sources

### 7.1. Categories of recipients of data

We use the following categories of recipients as processors within the meaning of Art. 28 GDPR to process personal data for the purposes stated here:

- Service providers for operating the applicant platform
- Hosting and operating the online video conferencing system
- Operating the e-mail server
- Telecommunications service providers for operating our telephone system
- 

All personal data collected by us will be processed and used only for the purpose of conducting the application process. Otherwise, your personal data will only be passed on or transmitted to third parties if this is necessary for the purposes described here or if you have given your express prior consent. You have the right to revoke your consent at any time with effect for the future.

Your data will also be passed on if we are legally obliged to do so.

### 7.2 Data sources

We only process personal data that we have received from you as part of the application process.

## 8. Storage period and criteria for determining the duration

In the case of an application, personal data is generally stored for the duration of the application process. Personal data may also be stored for the performance of a task carried out in the public interest or in the exercise of official authority. In addition, personal data may also be stored for the duration of the exercise or defence of legal claims.

Documents of rejected applicants are stored for up to six months on the basis of the German General Equal Treatment Act (AGG) and the German Code of Civil Procedure (ZPO). If you have agreed to be included in our pool of applicants, your documents will be deleted after twelve months.

## 9. Information on your rights as a data subject

Menlo Systems is responsible for the processing of your data, unless otherwise stated.

You can request **information from** us at any time (Art. 15 GDPR) about the data stored about you and its **correction** (Art. 16 GDPR) in the event of errors. Furthermore, you can request the **restriction of processing** (Art. 18 GDPR), the **portability** (Art. 20 GDPR) of the data you have provided to us in a machine-readable format, or the **erasure of** your data (Art. 17 GDPR) – insofar as it is no longer required.

In addition, you have the right to **object to** the use of your data based on public or legitimate interests at any time (Art. 21 GDPR).

Insofar as we process your data on the basis of consent given by you, you can **withdraw** this consent at any time with effect for the future (Art. 7 (3) GDPR). From the time we receive your revocation, we will no longer process your data for the purposes stated in the consent.

If you wish to exercise your rights, please send your request by email to [dsb-menlosystems@holzhofer-consulting.de](mailto:dsb-menlosystems@holzhofer-consulting.de) or by letter to the above address.

## 10. Right to lodge a complaint with a supervisory authority

In addition, you have the right to lodge a complaint with a supervisory authority in accordance with Art. 77 (1) GDPR. Further information can be obtained from the supervisory authority responsible for you locally. For Menlo Systems, this is:

Bavarian Data Protection Authority

P.O. Box 1349

91504 Ansbach

Telephone: +49 (0) 981 180093-0

Email: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)

You can also contact any other local supervisory authority that is responsible for you. Further information is available at the following link:

<https://www.bfdi.bund.de/DE/Service/Anschriften/Laender/Laender-node.html>

For reasons of readability, the masculine form has been chosen for the aforementioned personal designations; however, the information refers to members of all genders.

*As of: Nov 2024*

