

## **Data protection information for applicants**

The privacy and protection of your personal data is a very important concern for BIOTRONIK. We would like to inform you which of your personal details relating to your application are collected and used, the rights you have, as well as which options this offers you. We process your data in compliance with applicable privacy laws, in particular the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG).

### **Data controller and point of contact for data processing**

The data controller in accordance with Article 4 para. 7 GDPR is  
BIOTRONIK Corporate Services SE  
Sieversufer 7-9, 12359 Berlin  
privacy@biotronik.com

If you have general questions about data privacy at BIOTRONIK, you can contact our Data Protection Officer. The Data Protection Officer can be reached at [datenschutz@biotronik.com](mailto:datenschutz@biotronik.com) or via our mailing address with the addition "der Datenschutzbeauftragte" (English: "Data Protection Officer").

In case of applications for positions at other companies belonging to the BIOTRONIK group, the advertising company is jointly responsible, in accordance with Article 26, 4 point 7 of the GDPR.

You can assert your rights against each of the responsible parties.

### **Your rights**

You can exercise the following rights at any time:

- To request information about categories of your processed data, the purposes of the processing, possible recipients and envisaged period for which the personal data will be stored (Article 15 GDPR).
- To withdraw consent given at any time and with effect for the future (Article 7 para. 3 GDPR)
- To object to data processing which is performed based on a legitimate interest, on grounds relating to your particular situation (Article 21 GDPR)
- To request the rectification or completion of inaccurate or incomplete data (Article 16 GDPR)
- To request the erasure of data in certain cases – particularly in the case in which data are no longer needed for the intended purpose or are unlawfully processed, or you withdraw your consent in accordance with Article 7 para. 3 of the GDPR or have objected to data processing in accordance with Article 21 GDPR (Article 17 GDPR)
- To request the restriction of data processing under certain conditions, provided deletion is not possible or the deletion obligation is disputable (Article 18 GDPR)
- To receive the data you provided to us in a commonly used and machine-readable format and, if you wish, to request that such data be transmitted to third parties/controllers (right to data portability in accordance with Article 20 GDPR)

In addition, you have the right to file a complaint with the data protection supervisory authorities in accordance with Article 77 of the GDPR. The supervisory authority responsible for us is:

Berlin Data Protection and Freedom of Information Commissioner  
Friedrichstr. 219, 10969 Berlin, Germany  
Phone: +49 (0)30 13889-0  
Fax: +49 (0)30 2155050

e-mail: [mailbox@datenschutz-berlin.de](mailto:mailbox@datenschutz-berlin.de)

### **Data processing in the context of your application**

When you apply to us, we collect and store all data that you have provided to us in the course of your application. Among other things, this includes:

- Your contact data
- Your application documents (resume, cover letter, previous professional experience, training and testimonials, if applicable, the video interview and our comments on interviews with you.
- Your salary expectations
- Type of employment desired and availability date
- In exceptional cases, your ID document

In addition, this also concerns all other data that you transfer to us, including all correspondence that you have with us during the application process, and, if applicable, the results of online processes (e.g. personality tests, cognitive behavioral assessment, other psychometric procedures). This can also include special categories of personal data, such as health data, that we collect, store and process in the context of recruitment examination, for example.

We may also obtain the above data about you, if applicable, from other sources, including recruiting service providers, references that you provide us with, websites and other publicly available data on the internet. This includes, for example, data that you have obviously made public in the context of an online profile.

We collect and process your personal data in order to offer advertised positions and to be able to carry out the selection procedure. The data you provide will be used to process your application and, in the event an employment relationship is established, also for the implementation of your employment relationship. The data are not processed for any other purposes. The legal basis for this is Section 26, para. 1 in conjunction with para. 8, sentence 2 of the BDSG and Section 22, para. 1 (b) BDSG or with public profiles, Article 6, para. 1 sentence 1 (f) of the GDPR in conjunction with Article 9, para. 2 (e) of the GDPR. In this case the legitimate interest is to get a clear, short profile from you, that you have obviously made public within the meaning of Article 9, para. 2 (e) of the GDPR.

If consent is necessary for the processing (for example, for inclusion in a talent pool), the legal basis for this is Section 26 BDSG in conjunction with Article 6, para. 1, sentence 1 (a) and Article 9, para. 2 (a) of the GDPR.

Furthermore, we can process personal data about you, if this is necessary to defend ourselves against alleged legal claims arising from the application procedure. The legal basis for this is Article 6 para. 1 sentence 1, (b) and (f) GDPR. The legitimate interest is, for example, a burden of proof in proceedings under the General Act on Equal Treatment (Allgemeines Gleichbehandlungsgesetz –AGG).

If the application results in an employment relationship between you and us, in accordance with Section 26, para. 1 BDSG we can further process personal data already received from you for the purposes of the employment relationship. This happens if it is necessary for the implementation or termination of the employment relationship or for exercising or fulfilling the rights and obligations arising from a law or collective agreement, a company or service agreement to represent the interests of employees.

If, in the context of the application process, no employment relationship with you is established, your data will be deleted six months after the rejection, except in the case of an action being filed in accordance with Section 61 (b) of the Labor Court Law (ArbGG).

If you have given your consent for your application data to be included in our talent pool, we will store these data for one year, unless you withdraw your consent at an earlier date.

We may transfer your personal data to affiliated companies within the BIOTRONIK group, insofar as this is permissible in the context of the purposes and legal bases set out above.

Otherwise, personal data based on contracts can be processed on our behalf in accordance with Section 28 of the GDPR, in particular by providers of applicant management systems and applicant selection procedures.

In implementing this the personal data, if applicable, may also be processed by companies and service providers outside the EU. In case of transfer of personal data to functions in countries outside the EU, adequacy decisions by the European Commission within the meaning of Art. 45 para. 1 GDPR may be lacking for the respective receiving states. However, in order to achieve an adequate level of protection for the personal data to be transferred, EU standard clauses or other appropriate protective measures shall be agreed between the data exporter and the data importer. For further information, please contact the responsible data protection officer (see above for contact details).

BIOTRONIK uses technical and organizational security measures to protect data provided by you from coincidental or deliberate manipulation, loss, destruction or unauthorized access. When collecting and processing your data, the information is transmitted in encrypted format to prevent misuse of the data by third parties.

Last update: October 25, 2021.