

Processing of (personal) data by the entity in charge of the online application process

1. Name and contact details of the data processor and the data protection officer

This Privacy Policy applies to data processing on boards.greenhouse.io/hey/car (hereinafter „Career Portal“) by the data processor:

Mobility Trader GmbH
Müllerstr. 153, 13353 Berlin
Tel.: +49 (0) 30 5884 9021
E-Mail: info@hey.car.
(hereinafter „MT“ or „we“)

All interested parties and visitors to our Career Portal can contact our Data Protection Officer as follows:

E-Mail: privacy@hey.car

2. Information on the processing of personal data

2.1 Accessing the Career Portal

2.1.1 Personal data processed

When the Career Portal boards.greenhouse.io/hey/car is accessed, information is automatically sent to our Career Portal's server by the browser used on your end device („HTTP data“). This information is stored temporarily in a so-called log file. The following information is collected without any action on your part and stored until it is deleted in accordance with applicable data protection regulations:

- IP address of the computer making the request,
- data and time of access,
- name and URL of the file retrieved,
- website from which access takes place (referrer URL),
- browser used and, if applicable, your computer's operating system and the identity of your access provider.

Cookies are also used when you visit the Career Portal. These are small text files

which are stored on the device you use to access this Career Portal. Cookies are generally used to ensure secure access to a website ("absolutely necessary"), to implement certain functionalities, such as default language settings ("functional"), to improve the user-friendliness or performance of the website ("performance") or to place targeted advertising ("marketing"). On this Career Portal, we generally only use cookies that are absolutely necessary, functional or performance-related, in particular to implement certain default settings such as language, to identify the job advertisement channel or to analyze the performance of a job advertisement through which a user has accessed the Career Portal. To do this, the cookie assigns you a unique visitor ID to identify returning visitors. We thereby collect pseudonymous information about the use of the Career Portal, in particular page views, frequency of visits and length of stay at pages accessed.

2.1.2 Purposes for which the personal data are processed.

The HTTP data are processed by us for the following purposes:

- ensuring a smooth connection to the Career Portal,
- ensuring that our Career Portal is easy to use,
- analysis of system security and stability and
- for other administrative purposes.

The cookie data is processed for the purpose of providing you this Career Portal accessed by you in a user-friendly manner, in particular to implement default settings such as language, to identify the job advertisement channel or to analyse the performance of a job advertisement through which a user has accessed this Career Portal. In order to improve the Career Portal and the achievement of the goals it pursues (e.g. frequency of visits, increase in page views), the behavior of users on our Career Portal is recorded and analyzed in pseudonymized form. The pseudonymous user profiles are not combined with data about the bearer of the pseudonym. The aim of the procedure is to investigate where users come from, which areas of the Career Portal are visited and how often and for how long which subpages and categories are viewed.

The provision of the data is not required by law or contract or required for the conclusion of a contract. There is no obligation for you to provide the data. However, if the data is not made available, we cannot make the contents of the Career Portal available.

2.1.3 Legal basis

The legal basis for the processing of the HTTP data and cookie data is Article 6 (1) (f) of the General Data Protection Regulation (GDPR).

By processing the data we pursue the legitimate interests to provide and optimize

the contents and informational functions of the Career Portal accessed by you in a user-friendly manner and to guarantee the security of the IT infrastructure used for the provision of the Career Portal.

2.1.4 Recipients

Our Career Portal is technically implemented by the service provider **Greenhouse Software, Inc. (110 Fifth Avenue, 3d Fl., New York, NY 10011 USA)**, which processes your data on our behalf as a so-called processor. Your personal data will be transferred to Greenhouse Software Inc. 110 Fifth Avenue, 3d Fl., New York, NY 10011 USA for the purpose of this processing.

You can find detailed information about data protection and data security at Greenhouse Software Inc. under the following links:

<https://www.greenhouse.io/privacy-policy>

<https://www.greenhouse.io/security-and-performance>

2.1.5 Storage duration

The HTTP data are stored in server log files in a form allowing identification of the persons concerned for a maximum of 30 days, unless any security-related event occurs (e.g. a DDoS attack). In the case of a security-related event, server log files are stored until the security-related event has been eliminated and clarified in full. The cookie data is stored for up to 1 month or until the end of the browser session.

2.1.6 Disabling cookies

You can use your browser settings to determine whether you accept or reject the use of cookies. If you disable the use of cookies, you may, however, encounter restrictions when trying to use some or all parts of our Career Portal.

2.2 Submitting an application

2.2.1 Personal data processed

As part of our online recruitment process, we collect the information required for recruitment processes at MT which you insert and submit to us via the platform.

As part of the application we collect and process the following application data ("Application Data"):

- First name, surname
- E-mail address
- Telephone number
- Application documents (letter of application, Curriculum Vitae, certificates)
- Availability (optional)
- Salary expectation (optional)

The provision of this data is in principle voluntary. However, if you refrain from providing the non-optional data, we cannot carry out the application process.

We ask you not to send any information that cannot be used under the German General Equal Treatment Act (Gleichbehandlungsgesetz). This includes in particular direct or indirect information on race, ethnic origin, gender, religion or ideology, age or sexual identity. Similarly, you should not send any information on illnesses, pregnancy, political views, philosophical or religious convictions, membership of a union, physical or mental health or sex life. Furthermore, we ask you to refrain from sending information that may possibly infringe the rights of third parties (in particular their copyrights and personal rights). In the event that you nevertheless send us such data, you hereby explicitly consent to us using them.

We welcome applications from severely disabled candidates. If they are equally suitable, we will give them preferential consideration in our application process.

During the application process, we may also collect and store additional internal comments about you and your application (e.g. perceptions of job interviews, feedback and evaluations). These internal comments are not visible to applicants on the platform.

2.2.2 Purposes for which the personal data are processed

These data are collected and processed,

- to identify you as an applicant;
- to contact you in writing, in text form (especially e-mail) and/or by telephone;
- to carry out the application procedure.

If your application is successful, your Application Data will also be used for the recruitment process by MT, in particular for concluding an employment contract with you and for administrative matters regarding your employment. 2.2.3 Legal basis. The legal basis for the data processing is Article 6 (1) (b) GDPR and Section 26 of the German Federal Data Protection Act (BDSG) as the processing is necessary for taking steps prior to entering into a contract.

2.2.4 Recipients of Application Data

Your application will be processed by our Human Resources (HR) department, the person responsible for hiring the applicant, and any co-interviewers (others) at MT who may be participating in the interview.

All employees of MT who are entrusted with the processing of your application data and our contract processor Greenhouse Software Inc. are obliged to maintain the confidentiality of your application data.

Translated with www.DeepL.com/Translator

2.2.5 Storage duration of your Application Data

We store your Application Data for the duration of the application procedure.

If your specific application is not successful, we will delete your Application Data after six months after completion of the application procedure in order to be able to answer any questions regarding your application and its rejection during this period. In individual cases, your Application Data may have to be stored for a longer period of time, as we defend ourselves against asserted claims.

2.2.6 Additional information

By submitting your application you represent and warrant that the information provided by you is true. Please note that any incorrect information or deliberate omission may constitute grounds for a rejection or for dismissal at a later stage. No automated decision-making or profiling according to Article 22 (1) and (4) GDPR takes place during the processing of your Application Data.

You may withdraw your application at any time by sending an e-mail to info@hey.car.

3. Rights of data subjects

You have the right:

- in accordance with Article 15 GDPR and under the restrictions of Section 34 BDSG to obtain information about the personal data processed by us;

- in accordance with Article 16 GDPR to obtain without undue delay the rectification or completion of your personal data stored by us;
- in accordance with Article 17 GDPR to obtain the erasure of the personal data stored by us, unless the processing is necessary for exercising the right of freedom of expression or information, for compliance with a legal obligation, for reasons of public interest or for the establishment exercise or defense of legal claims; according to Section 35 BDSG further restrictions apply;
- in accordance with Article 18 GDPR to obtain the restriction of the processing of your personal data if you contest the accuracy of the personal data, the processing is unlawful, but you oppose their erasure and we no longer require the data, but you require these for the establishment, exercise or defense of legal claims or you have objected to their processing in accordance with Article 21 GDPR;
- in accordance with Article 20 GDPR to receive your personal data in a structured, commonly used and machine-readable format or have such transmitted to another controller;
- in accordance with Article 7 (3) GDPR to withdraw your consent given to us at any time. This means that we may no longer continue the data processing based on this consent in future, and
- in accordance with Article 77 GDPR to complain to a supervisory authority. You can usually contact the supervisory authority at your normal place of residence or your workplace or where we are headquartered for this. A list of the competent supervisory authorities and their addresses can be found [here](#).

4. Right to object

If your personal data are processed on the basis of legitimate interests in accordance with Article 6 (1) (f) GDPR, you have the right in accordance with Article 21 GDPR to object to the processing of your personal data if grounds for this relating to your particular situation exist or if the objection is to direct marketing. In the latter case you have a general right to object, which is implemented by us without the need for you to specify any particular situation.

Sending an appropriate e-mail to privacy@hey.car is sufficient if you wish to exercise your right to withdraw consent or your right to object.

5. Changes to this Privacy Policy

This Privacy Policy is currently valid.

It may be necessary to amend this Privacy Policy due to the development of our Career Portal or due to any changes to statutory or regulatory requirements. You can access and print out our Privacy Policy as amended at any time. Last modified: 21.06.2018