

EIM Sarl

## Statement on Data Protection

We want you to be able to trust us especially when you visit our website. For that reason, we observe the data protection rules as laid out in the **General Data Protection Regulation** and inform you about the data that we collect and store about you and your rights as a user.

### **Collecting Data:**

Access to the website of EIM Sarl as well as every access to a file stored there will be recorded. Impersonal data will be recorded in these events, such as the date of access, content downloaded, the browser software used and the user's IP-address in order to e.g. for system-related (e.g. fault clearance) and statistical purposes. Statistical purposes include also the use of data to make it possible for us to optimise the navigation of our website for users.

Additional personal data (e-mail address, name, address) are only recorded on the internet sites of EIM Sarl, when the users disclose this information voluntarily, such as in the context of inquiries, registration or conclusion of a contract. EIM Sarl expressly declares that it will only share this data in the framework and scope of inquiries or for establishing and/or executing or executing and establishing contractual relationships or disclose it on demands for receipt of the data from the authorised governmental offices.

The users of the website der EIM Sarl have the right to have us disclose which of their data we have stored and for what purpose we are storing the data. We will be glad to comply with any such request and will also, on request, correct the user's personal data or delete any personal data whose continued storage is either no longer permissible or required.

### **Cookies:**

EIM Sarl uses Cookies on its website. These are data sets that are sent from the web server to the user's web browser and stored there to be called up later. EIM Sarl uses Cookies for the purpose of gleaning information about the use of the website, to improve the user-friendliness as well as for statistical purposes.

If people using our website want to prevent the use of Cookies, this can be done by changing the settings in the user's web browser.

### **Google Analytics:**

This website uses i.a. Google Analytics, a web analysis service of Google Inc. ("Google"). Google Analytics uses so-called "Cookies" text files that are stored on your computer and make an analysis of your use of the website possible. The information about your use of the website that the Cookie generates (including your IP-address) is sent to a server owned by Google in the USA and stored there. Google will use this information in order to evaluate your use of the website, to generate reports about the website activities for the website operator

and to perform other services associated with the use of the website and the internet. Google may also share this information with third parties to the extent that this is required by law or to the extent that third parties are processing this data on commission from Google. Google will under no circumstances combine your IP-address with other data from Google.

You can configure your browser-settings such that it is impossible to set Cookies. You can also delete the Cookies yourself at any time if you follow your browser software's instructions for deleting Cookies. You can refuse data collection in the future by installing the Browser-Add-on for deactivating Google Analytics. This gives you more control over which data about the websites you visit is recorded by Google Analytics. It notifies the JavaScript (ga.js) of Google Analytics that no information about the website-visit should be communicated to Google Analytics. If you want to use this function, download the Add-on and install it in your current web browser. You can find additional information about data protection with Google Analytics here.

#### Newsletter:

If users have registered for the EIM Sarl newsletter, we use the data they provide for registration to send them the newsletter. The information will not be shared with third parties except for the partner company which is responsible for the technical fulfilment of sending the newsletter. The scope of data is limited to the minimum required for technical fulfilment.

Users who no longer wish to receive our newsletter or our e-mails with commercial content can unsubscribe using a link that is included in all of these e-mails.

#### EIM DATA PROTECTION STATEMENT on **Job Applications**

We are thrilled that you want to submit your application to work for us. We will explain in the following how we process your personal data in the course of a job application and will provide other information relevant in this context.

The information that you communicate to EIM Sarl as described above (especially name, address, telephone number, e-mail-address as well as information about your employment history) will be used in connection with additional data even that provided in the future in (1) by EIM Sarl for its own purposes, especially for customer service and contract maintenance in accord with the provisions of the DSGVO and can be collected, stored and used for at least two years.

Your applicant data will be made available to all members of the EIM Group for the purpose of reaching a decision concerning a contract/project relationship. They may contact you in order to notify you of vacant projects within the company in question. We will neither disclose the whole of your candidate-information nor in other manner extensively present it to a client without first having obtained a separate and specific consent from you for this purpose.

This encompasses especially the communication of your personal data by EIM Sarl to third parties in the context of work taken on by EIM Sarl as an agent for employee placement; you are aware that your data can also be transmitted to recipients in foreign countries.

**1. Who is responsible for processing your personal data?**

EIM Sarl (referred to in the following as “we”, is the responsible party in the sense of the EU Basic Data Protection Ordinance (“DSGVO”).

**2. Data Protection Officer**

You can consult our Data Protection Officer for all questions relating to your personal data and the protection of your rights under the DSGVO; you can reach our officer under [t.tomasov@eim.com](mailto:t.tomasov@eim.com)

**3. For what purposes and on what legal basis do we process personal data?**

We process personal data about you for the purpose of your application for a contractual relationship, to the extent that this is necessary for the decision about establishing a contractual relationship with us. The legal basis for this is § 26 Para. 1 in connection with Para. 8 S. 2 BDSG. Furthermore, we can process personal data about you to the extent that this is necessary to defend against asserted legal claims against us arising from the application process. The legal basis for that is Art. 6 Para. 1, Letter f DSGVO; the justified interest is for example an obligation to provide evidence in a proceeding under the General Equal Treatment Act (AGG).

To the extent that a contractual relationship between you and us is established, we are allowed to continue processing the personal data we have already received from you according to § 26 Para. 1 BDSG for the purposes of the contractual relationship, if this is necessary for the implementation or termination of the contractual relationship or to exercise or fulfil the rights and obligations of the party representing the interests of the employee deriving from a wage agreement, an employment or service agreement (collective bargaining agreement).

**4. What categories of personal data do we process?**

We process data that is related to your application. These can be general data about your person (like name, address and contact data), information about your professional qualification and academic education or information about your professional continuing education or other information that you have communicated to us in connection with your application.

Additionally, we can process job-related information that you have made publicly accessible, such as a profile in Social Media Networks.

**5. Who will receive my data?**

We can send your personal data to companies that are affiliated with us in the EIM Corporate Group, to the extent that this is permissible under the purposes and legal bases presented under No. 3. Additionally, personal data are processed on commission for us based on contracts under Art. 28 DSGVO, and this especially through the hosting provider or service provider for employment applicant management systems.

**6. Is transmitting the information to a third foreign country planned?**

Transmission to a third foreign country outside of the EU or EER is not planned.

**7. How long will your data be stored?**

We store your personal data, for as long as is needed for the decision about your application. To the extent that no contractual relationship is established between you and us, we can continue to store data to the extent that this is required for further pursuit of a contract or to defend against possible legal claims.

**8. What rights to you have?**

As an applicant with us you have, depending on the situation, the following data protection rights for whose exercise you can contact us or our Data Protection Officer at any time under the data given in No. 1 and 2:

**a. Disclosure**

You have the right to demand disclosure of the personal data that we process as well as to access your personal data and/or copies of this data. This includes disclosures of the purpose for which it is used, the category of the data used, its recipients and parties authorised to have access as well as, if possible, the planned duration of data storage or, if this is not possible, the criteria for setting this period.

**b. Correction, deletion or restriction of data processing**

You have the right to demand that we immediately correct any inaccurate personal data about you. Taking into account the purposes of the processing, you have the right to demand completion of incomplete personal data– also by means of a supplemental declaration.

**c. Right to refuse**

To the extent that the processing of your personal data proceeds based on Art. 6 Para. 1 Letter f DSGVO, you have the right for reasons that arise from your particular situation, to object at any time to the processing of this data. We will then cease processing this personal data unless we can prove urgent grounds for processing that deserve legal protection which outweigh your interests, rights and freedoms or if the continued processing serves to assert, exercise or defend legal claims.

**d. Right to revoke**

If processing is based on your consent, you have the right to revoke this consent at any time, without this in any way impacting the legality of processing completed through the date of revocation based on the consent previously given. To this end you can contact us or our Data Protection Officer at any time under the information given above.

**e. *Right to Deletion***

You have the right to demand that we immediately delete your personal data and we are obligated to immediately delete personal data insofar as one of the following grounds applies:

- The personal data are no longer needed for the purposes for which they were collected or otherwise processed
- You submit an objection to continued processing in accord with Number 8.c above and there are no reasons for continued processing that take precedence.
- The personal data were being illegally processed.
- The personal data must be deleted to fulfil a legal obligation to which we are subject under the law of the European Union its member states.

This does not apply if processing is necessary:

- To fulfil a legal obligation which we are subject to under the law of the European Union or its member states.
- To assert, exercises or defend legal claims.

**f. *Right to restrict data processing***

You have the right to demand that we restrict data processing if one of the following preconditions is met:

- You dispute the accuracy of the personal data and that for a period that makes it possible for us to check the accuracy of the personal data;
- The processing is illegal and you do not want to have your personal data deleted but instead demand the use of your personal data be restricted;
- We no longer need the personal data for the purposes of processing but you need them for the purposes of asserting, exercising or defending legal claims, or

- You have submitted an objection to the processing under Number 8.c above, as long as it is not clear whether our justifiable grounds outweigh yours.

If processing is restricted in accord with this Letter e, this personal data may – apart from your own storage – only be processed with your consent or for the assertion, exercise or defence of legal claims or to protect the rights of another natural or legal person or for reasons of an important public interest of the European Union or one of its member states.

If you have already affected a restriction on the processing, you will be notified before the restriction is lifted.

***g. Right to regulatory complaint***

Without prejudice to any other legal remedy under administrative law or the courts, you have the right to submit a complaint with a regulatory authority, especially in the EU member state of your habitual residence, your workplace or the place of the suspected violation, if you are of the opinion of that the processing of your personal data violates the DSGVO.

**9. Compulsory disclosure of personal data**

Disclosure of personal data is neither legally nor contractually required, nor are you obligated to disclose personal data. However, disclosure of personal data is required in order to conclude a contract for a contractual employment relationship with us. This means, to the extent that you do not provide us with any personal data in an application, we will not enter into a contractual employment relationship with you.

**10. No automated decision making**

No automated decision making in the sense of Art. 22 DSGVO will take place meaning that the decision about your application is not solely based on automated processing.