

Data protection information for applicants

As of: August 11, 2025

Dear applicants,

Thank you for your interest in our company. In accordance with the provisions of Articles 13, 14, and 21 of the General Data Protection Regulation (GDPR), we hereby inform you about the processing of personal data that you have provided during the application process and that we may have collected, as well as your rights in this regard. To ensure that you are fully informed about the processing of your personal data as part of the application process, please take note of the following information.

1. Name and contact details of the controller

innoscripta SE is responsible for processing your personal data in the context of this contact.

innoscripta SE
Arnulfstraße 60
80335 Munich
Tel: +49 89 25555 3568
Email: datenschutz@innoscripta.com
Website: <https://www.innoscripta.com>

2. Contact details of the data protection officer

The designated data protection officer is

DataCo GmbH
Sandstr. 33
80335 Munich
Tel.: +49 89 7400 45840
Email: datenschutz@dataguard.de
Website: www.dataguard.de

3. Sources from which your personal data originates

Your personal data:

- Title
- Gender
- Address
- Professional qualifications and further training
- Last name
- First name
- Your email address,
- Your mobile phone number
- Your landline number
- Resume
- References
- Title
- School education
- Desired position

- Desired employment relationship
- Desired location
- Desired start date
- Salary expectations
- Additional information that you share with us during the application process, such as
 - Certificate of good conduct
 - Visa
 - Copy of identity card
 - Certificate of enrollment
 - Health insurance membership certificate
 - Personnel questionnaire
 - Certificate of leave from previous employer

come from **LinkedIn** and the following sources:

- **StepStone and similar career sites**
- **Innoscripta career website**
- **Colleges/universities**
- **Appointly**
- **Career fairs**

Personal data that has not been actively requested by us will be restricted and deleted if necessary.

4. Purposes of processing and their legal basis

Your personal data will be processed for the following purposes:

- Conducting the application process and deciding on the establishment of an employment relationship
- Communication (telephone, email)
- Implementation of pre-contractual measures (initiation of the employment relationship)
- Inclusion of applicant data in an applicant pool
- Asserting, exercising, or defending legal claims arising from the application process

Processing of special categories of personal data that have been made public – Art. 9 (2) (e) GDPR

Insofar as special categories of personal data are processed which you have obviously made public, your data will be processed in accordance with Art. 9 (2) (e) GDPR.

Processing for the purpose of asserting, exercising, or defending legal claims or in the case of court proceedings – Art. 6(1)(f) GDPR, Art. 9(1)(f) GDPR

Where necessary, your data will be processed for the purpose of asserting, exercising, or defending legal claims or in the context of court proceedings in accordance with Art. 6 (1) (f) GDPR, Art. 9 (1) (f) GDPR.

Processing based on consent – Art. 6 (1) (a) GDPR in conjunction with Art. 7 GDPR, Art. 88 (1) GDPR in conjunction with Art. 26 (2) BDSG

If you have given your consent to data processing, your data will be processed in accordance with Art. 6 (1) (a) GDPR in conjunction with Art. 7 GDPR, Art. 88 (1) GDPR in conjunction with Art. 26 (2) BDSG.

Decision on the establishment of the employment relationship Art. 6 (1) (b) GDPR, Art. 88 (1) GDPR in conjunction with § 26 (1) BDSG

We process your data in order to make a decision on the establishment of the employment relationship. If you are hired by our company, your data will be processed for the purpose of implementing and terminating the employment relationship. Separate information will be provided on the processing of your personal data for this purpose.

Processing based on legitimate interest – Art. 6 (1) (f) GDPR

Insofar as the processing is carried out to safeguard a legitimate interest of ours or of a third party and your interests or fundamental rights and freedoms do not outweigh the former interest, Art. 6 (1) (f) GDPR serves as the legal basis for data processing. Our legitimate interest arises in particular from the following reasons:

- The proper execution and optimization of the application process
- Assertion, exercise, or defense of legal claims

Processing of special categories of personal data – Art. 9 (2) (a) GDPR

If you have given your consent to the processing of special categories of personal data, such as health data, religious affiliation, or nationality, your data will be processed in accordance with Art. 9 (2) (a) GDPR.

5. Recipients or categories of recipients of personal data

In the context of processing your personal data, we may pass on personal data concerning you to the following recipients:

- Within our company, exclusively to the departments and persons who need this data to fulfill contractual and legal obligations or to implement our legitimate interests
- Human resources department
- External employees/freelancers
- Processors
- Affiliated companies

As part of the application process, your personal data will only be forwarded to those employees of our company who need it to fulfill the purposes specified in section 3. Your personal data will not be transferred to third parties as part of the application process.

In addition, your personal data may be transferred to the following service providers based in a country outside the EU/EEA:

- MITTELSTAND CONNECT BİLİŞİM TEKNOLOJİLERİ ANONİM ŞİRKETİ,
Turkey

In the case of processors and service providers outside the EU/EEA, your above-mentioned personal data will only be processed to the extent that this is the subject of our data processing agreement with these recipients in accordance with Art. 28 GDPR.

6. Transfer of personal data to a third country

As a matter of principle, the personal data collected and generated during the provision of relevant products and services is stored on our servers in the European Union. Since the providers of our software solutions offer their products and/or services worldwide on the basis of available resources and servers, your personal data may be transferred to other jurisdictions outside the European Union and the European Economic Area or accessed from such jurisdictions.

In particular, personal data is transferred to the third country Turkey within the meaning of Art. 15 (2) GDPR. In order to ensure the continued level of protection required when transferring data to a third country, contractual measures are agreed for this purpose.

The service provider has its registered office in Turkey. There is currently no adequacy decision by the European Commission pursuant to Art. 45 GDPR for this third country. In order to ensure appropriate safeguards for the protection of the transfer and processing of personal data outside the EU, the transfer of data to and processing of data by our service provider is based on appropriate safeguards in accordance with Art. 46 et seq. GDPR, in particular through the conclusion of so-called standard data protection clauses in accordance with Art. 46 (2) (c) GDPR.

7. Duration of storage of personal data

We will delete your personal data as soon as the purposes for its storage mentioned in section 4 no longer apply, or if you object to the use of your personal data (in the case of processing based on legitimate interests) or if you revoke your previously given consent. However, your personal data may also be stored beyond this, in particular in the following cases:

- if deletion is prevented by contractual, statutory (in particular under the German Commercial Code (HGB), Criminal Code (StGB), and Fiscal Code (AO)) or statutory retention periods
- for the assertion, exercise, or defense of legal claims
- if this is necessary under European or national law to fulfill a legal obligation to which we are subject.

Legal provisions impose the following storage periods on us in particular:

- After a decision not to fill a position: 6-month retention period for application documents (Section 15 (4) of the General Equal Treatment Act (AGG), Section 224 of the Code of Civil

If the applicant has given their consent, the application documents will be added to the applicant pool and stored there for a maximum of 2 years from the date of consent. They will be deleted when the purpose ceases to apply or when the applicant revokes their consent.

If you are hired by our company, your personal data will be deleted when the purpose ceases to apply, at the latest after the end of the employment relationship, unless statutory retention periods prevent deletion.

8. Rights of data subjects

According to the General Data Protection Regulation, you have the following rights:

- If your personal data is processed, you have the right to obtain information from the controller about the data stored about you (Art. 15 GDPR).
- If incorrect personal data is processed, you have the right to have it corrected (Art. 16 GDPR).
- If the legal requirements are met, you can request the deletion or restriction of processing (Articles 17 and 18 GDPR).
- If you have consented to data processing or if a contract for data processing exists and the data processing is carried out using automated procedures, you may have a right to data portability (Art. 20 GDPR).
- If you object to processing for direct marketing purposes, the personal data concerning you will no longer be processed for these purposes.
- You also have the right to lodge a complaint with a supervisory authority (Art. 77 GDPR). The supervisory authority responsible for us is the Berlin Commissioner for Data Protection and Freedom of Information. You can contact them at

The Bavarian State Office for Data Protection Supervision (BayLDA)

Promenade 18, 91522 Ansbach

Postal address: P.O. Box 1349, 91504 Ansbach

Phone: 0981/ 180093-0

Fax: 0981/ 180093-800

Email: poststelle@lda.bayern.de

Website: www.lda.bayern.de

If the legal requirements are met, you may, for reasons arising from your particular situation, object at any time to the processing of personal data concerning you that is carried out on the basis of Art. 6 (1) (e) or (f) GDPR (Art. 21 GDPR).

Right of withdrawal of consent

If you have consented to the processing of your personal data by the controller, you can revoke your consent at any time for the future. In this case, the lawfulness of the data processing that took place until the revocation remains unaffected.

9. Automated decision-making (in individual cases) including profiling

No automated decision-making / no profiling

We do not use automated decision-making, including profiling, in accordance with Art. 22 (1) and (4) GDPR, not even during the application process. This means that we do not make any decisions based solely on automated processing, including profiling, that would have legal effects on the data subject or significantly affect them in a similar way.

This data information was created with the support of DataGuard.