

## Data privacy notice for the applicant management process at Viewpointssystem GmbH

We want you on our team!

In this privacy notice, we inform you how your personal data is processed in the applicant process at Viewpointssystem GmbH. Additionally, we inform you about your rights under applicable data privacy laws. Personal data is all data that refers to an identified or identifiable natural person, such as date of birth, address or invoice data, and data that is specific to their identity.

The personal data you have entered in our applicant process will be processed by Viewpointssystem GmbH for processing your application and with the objective of filling vacant positions in the company.

At Viewpointssystem GmbH, the process of filling vacancies involves several members of our HR departments, together with the respective managers and if required also the members of the respective department responsible for the recruitment process.

### Viewpointssystem GmbH respects your privacy

Protecting your personal data and ensuring the security of all our business data are important concerns for us. We always consider these concerns in our business processes. The personal data collected when you apply online is treated confidentially and strictly in accordance with the statutory provisions.

Data privacy and information security are an integral part of our corporate policy.



## Contact details of the data privacy notice

The Viewpointssystem GmbH to which you submit your application is responsible for processing your data. You will find the contact details below

Address: viewpointssystem gmbh  
Franz-Josefs-Kai 47 / 3.OG  
A-1010 WIEN

E-Mail-Address: [datenschutz@viewpointssystem.com](mailto:datenschutz@viewpointssystem.com)

Telephone: +43 1 208 90 90

## Applying for positions advertised on our job portal

The easiest way to apply for a job at Viewpointssystem GmbH is a direct application for a position advertised on one of our job portals. Your application will be assessed as per our internal processes. Optionally, we offer you the opportunity to keep your application for a maximum period of three years for similar interesting vacancies evident. At any time during the application process you have the possibility to change your data or to receive information about the processing status of your application. You can assert your right of withdrawal at any time by withdrawing your application. Likewise, you can revoke your consent to the evidence at any time. Information and revocation please address to the following email address:

[hr@viewpointssystem.com](mailto:hr@viewpointssystem.com).

## Data categories processed

The following are the main categories of personal data processed:

- Master data (e.g. name, date of birth, nationality, place of residence)
- Documents (e.g. references, certificates, résumés)
- Claims for travel expenses (e.g. bank account details)
- Communication data (e.g. e-mail address, (cell) phone number, IT user ID, audio and film recordings)
- Log data recorded while using IT systems

These may also include special categories of personal data such as health data.

## Sources of personal data

As a general rule, your personal data is collected directly from you during the application process.

## Transfer of data upon recruitment

If we recruit you for a position, your data will be transferred from our applicant process to our HR administration systems, where it will be stored as associate data and processed accordingly.

## Purposes of processing and legal bases

We, and the external service providers we commission, process your personal data in compliance with the EU's General Data Privacy Regulation (GDPR), with the national data privacy laws and with any other applicable national laws. Your data is processed, during the applicant process in preparation for an employment relationship with Viewpointssystem GmbH. The main legal basis for this purpose is GDPR Article 6 para. 1(b) ("in order to take steps at the request of the data subject (in this case applicant) prior to entering into a contract").

Other legal bases are:

- GDPR Article 6 para. 1(a) (Consent): e.g. for Bosch applicant community as part of the applicant management system
- GDPR Article 6 para. 1(f) (Legitimate interests): e.g. for HR evaluations (controlling, analytical reporting)

## Disclosure of data

Only the people involved in the application process (e.g. line managers and associates of the recruiting department and HR associates) have access to your personal data within the Viewpointssystem GmbH to which you have applied. We will disclose your personal data to other data controller only if necessary for the application, if we have a legitimate interest in this disclosure, or if you have provided your consent. You will find the details of the legal bases in the section "Purposes of processing and legal bases.". If data is disclosed to third parties based on a legitimate interest, such cases will be explained in data privacy statement. In some cases, we also use the services of various providers in order to meet contractual and or statutory obligations. You will find a list of these contractors and service providers in the section "Contractors and service providers (data processors)." Additionally, we may disclose your personal data to other recipients outside the Bosch Group provided this is necessary to meet contractual or statutory obligations.

## Contractors and service providers (data processors)

We have selected our service providers carefully and monitor them at regular intervals, particularly to ensure that they handle your personal data with due care and store it securely. We obligate all our service providers to observe confidentiality and comply with the statutory regulations.

The following table shows the contractors and service providers with whom we have an ongoing business relationship:

Service providers	Type of processing
COUNT IT Group (Austria)	payroll accounting
COUNT IT Group (Austria)	accounting
fair-finance Vorsorgekasse AG (Austria)	staff benefit fund

## Duration of storage; retention periods

We delete your personal data as soon as it is no longer required for the above-mentioned purposes or we no longer have any legitimate interest in its retention. After completion of the application process, your personal data is further stored if we are obligated for such storage under the national law. Because of this, your application data is stored for the duration of the application process and for further six months after its completion. Furthermore, your personal data may be stored for the period during which claims may be made against us. If you have consented to your data being stored for examining further positions, we retain these for a period of three years.

If your application is successful, your data will be stored for the duration of the employment relationship and beyond in accordance with the legal basis. You will be informed separately.

## Security during data processing

We take all the necessary technical and organizational measures to ensure appropriate levels of security and to protect your personal data particularly from the risks of unintended or unlawful destruction, manipulation, loss, alteration, or disclosure to or access by unauthorized third parties. We are constantly trying to improve our security measures and keep them state of the art.

## Rights of users

If you wish to assert any of your rights, please refer to the Contact section. While contacting us, please ensure that you can be identified individually.

### Right of access:

You are entitled to receive information from us about the processing of your data. You may assert your right of access with respect to any of your personal data processed by us.

### Right to rectification or erasure:

You may demand that we correct the incorrect data and complete the incomplete data or erase your data; provided the statutory requirements are met. This does not apply to the data that is required for invoicing or accounting purposes or that is subject to statutory retention periods. If access to such data is not required, processing of the data will be restricted (see below).

### Restriction of processing:

Provided the statutory requirements are met, you may demand that we restrict processing of your data.

## Objection to data processing:

You are also entitled to object at any time to our processing your data. In such cases we will cease processing your data unless we can demonstrate – in accordance with the statutory provisions – compelling legitimate basis to continue its processing that outweighs your interests.

## Objection to data processing in cases of “legitimate interest”:

You are also entitled to object at any time to our processing your data, provided you can lawfully claim a legitimate interest. In such cases we will cease processing your data, unless we can demonstrate – in accordance with the statutory provisions – compelling legitimate grounds to continue its processing that outweighs your interests.

## Withdrawal of consent:

If you have provided us your consent to process your data, you may withdraw it at any time with effect for the future. This shall have no effect on the lawfulness of our processing of your data prior to withdrawal of consent.

## Data portability:

You are also entitled receive your data from us in a structured, commonly used and machine-readable format and/or – if technically possible – to demand transfer of that data to a third party.

With kind regards

Viewpointssystem GmbH