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## Applicant Privacy Notice

Status: 1 April 2020

Rabobank Frankfurt, a branch of Coöperatieve Rabobank U.A., e-mail: datenschutz@rabobank.com ("Rabobank Frankfurt" or "we" or "our") provides this Applicant Privacy Notice ("Privacy Notice") to explain our handling of personal data relating to applicants and their application to us.

### 1 Categories of personal data:

We process the following categories of personal data about you (collectively, "Applicant Data"):

- Contact information, such as your name, home address, telephone number and e-mail address, and social networking sites;
- Information about your professional experience and skills, such as previous employment, language skills, performance appraisals, evaluations and ratings as well as references, evidence of further education, degrees, certificates;
- Further information about the applicant, also with regard to the application, such as nationality, origin, marital status, degree of disability, religion, driver's license, desired salary, leisure activities, work/residence status;
- Photo (if voluntarily attached).

We are not planning to process special types of personal data (collectively "**sensitive applicant data**"), but if you provide us with sensitive applicant data, such as health data, we will process such data.

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### 2 Processing purpose, legal basis and impacts:

Candidate data is processed for recruitment and hiring purposes to determine your skills and suitability for the position(s) for which you have applied. (collectively "processing purposes"):

We rely on the following legal bases for the processing of applicant data:

- Necessity for the decision on the establishment of an employment relationship (Art. 88 GDPR in conjunction with Art. 26 BDSG (Federal Data Protection Act));
- Legitimate interest of Rabobank Frankfurt or other third parties, whereby the legitimate interest is in particular the applicant management (Art. 6 (1) lit. f GDPR) (more information on the weighing of interests is available on request);
- Consent in accordance with Art. 6 (1) lit. a GDPR) in conjunction with Art. 88 GDPR and § 26 (2) BDSG (Federal Data Protection Act), if this has been granted by you for specific purposes and insofar as it is permissible under local data protection law,
- Compliance with legal obligations to which we are subject (Art. 6 (1) lit. c GDPR).

The provision of such data is voluntary. Failure to provide applicant data and sensitive applicant data may result in us being unable to carry out the recruitment process with you and not being able to consider your application.



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### **3 Categories of recipients:**

We process your applicant data in the personnel department and in other departments relevant to the position. We may transfer your applicant data to third parties for the respective processing purposes as follows:

- Within the Group: To the extent necessary for the position for which you have applied, Rabobank Frankfurt may transfer your personal data to other Group entities. Access to your applicant data is restricted to those persons who need to know the data in order to perform their duties.
- to processors: Certain third parties, whether or not they are Group entities, may process your personal data in accordance with the relevant instructions ("processors"), insofar as this is necessary for processing purposes. The processors are contractually obliged to take appropriate technical and organizational security measures to protect the personal data and to process the personal data only in accordance with the instructions.

### **4 Retention period:**

In accordance with applicable data protection laws, we and/or our service providers will not store your data for longer than we need to fulfil our obligations and only for the time necessary to achieve the respective processing purposes. If we want to include you in our pool of applicants, you can explicitly state this in your application and you can revoke this temporary storage at any time. In this case, your applicant data will be stored for one year for the purpose of re-evaluation and for subsequent or other vacancies at Rabobank Frankfurt on the basis of your consent. After one year, your applicant data will be deleted.

### **5 Automated decision making:**

We do not carry out automated decision making in the context of applications.

### **6 Your rights:**

If you have consented to the processing of your personal data, you can revoke your consent at any time with effect for the future. Such revocation does not affect the lawfulness of the processing carried out on the basis of the consent until revocation.

According to the applicable data protection laws you may be entitled to the following rights: Right of access to personal data, right of rectification of personal data, right of deletion of personal data, right to limit the processing of personal data, right of data transferability, right to object to the processing of personal data. Please note that the above rights may be limited by national law.

#### **a) Right of access**

You have the right, where applicable, to obtain confirmation as to whether personal data relating to you is being processed and, if so, the right to be informed of such personal data. The right of access shall include, inter alia, the purposes of the processing, the categories of personal data being processed and the recipients or categories of recipients to whom the personal data are disclosed. However, this right is not unlimited, as the rights of others may limit your right of access. The right to information is restricted by Section 34 of the Federal Data Protection Act (BDSG), e.g. if the data (a) is stored only because it may not be deleted due to legal or statutory storage regulations, or (b) is used exclusively for purposes of data backup or data protection control, and the provision of



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information would require a disproportionate effort, and if processing for other purposes is excluded by appropriate technical and organisational measures.

You have the right, if applicable, to receive a copy of the personal data processed by us. For further copies requested by you, we may charge a reasonable fee calculated on the basis of the administrative costs.

b) Right of rectification

You may have the right to request that incorrect personal data concerning you will be corrected. Taking into account the purposes of the processing, you have the right to request the completion of incomplete personal data, also by means of a supplementary declaration.

c) Right of cancellation (right to be forgotten)

Under certain circumstances, you have the right to demand that we delete personal data concerning you and we are obliged to delete personal data. The right to deletion does not exist, e.g. according to § 35 BDSG (Federal Data Protection Act), if deletion is not possible or only possible with disproportionately high effort in the case of non-automated data processing due to the special type of storage and the interest of the person concerned in deletion is to be regarded as low. In this case, deletion is replaced by the restriction of processing.

d) Right to limitation of processing

Under certain circumstances, you have the right to request us to limit the processing of your personal data. In this case, the relevant

data will be marked and processed by us only for specific purposes.

e) Right to data transferability

Under certain conditions, you have the right to receive the personal data concerning you that you have provided to us in a structured, common and machine-readable format and you have the right to transfer this data to another responsible person without hindrance from us.

To exercise your rights, please contact us as described in the "Questions" section below. You also have the right to file a complaint with a data protection authority.

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Right of objection:

**Under certain circumstances, you have the right to object to our processing of your personal data at any time for reasons arising from your particular situation and we may be obliged to stop processing your personal data.**

**If personal data is processed for the purpose of direct marketing, you also have the right to object at any time to the processing of personal data concerning you for the purpose of such marketing. This also applies to profiling, insofar as it is related to direct marketing. In this case, we will no longer process your personal data for these purposes.**

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## **7 Questions:**

If you have any questions about this privacy statement or your rights, please contact Human Resources. You can also contact the data protection officer of Rabobank Frankfurt as follows:

DPO Service GmbH

Bethmannstraße 50-54

60311 Frankfurt am Main

E-Mail: [datenschutz@DPOservice.de](mailto:datenschutz@DPOservice.de)