Dear Applicant,

the trusting and responsible handling of personal data is a central component of the corporate culture at XIT-cross information technologies GmbH (hereinafter referred to as "**CrossIT**"). CrossIT treats all data confidentially and processes it only in accordance with the provisions of the EU General Data Protection Regulation and other relevant national laws on labour and data protection.

If you have any queries regarding data protection, please contact us by e-mail at datenschutz@crossit.at

1. Why does CrossIT need personal data from applicants?

If you apply to us for a job offer, CrossIT stores and processes the information requested from applicants in order to carry out the application process. In particular, we need your personal data to fulfil our pre-contractual obligations in order to evaluate whether we can offer you a suitable position in our team. The information we store and process is used to manage your application.

In the event of recruitment, we use the data already available, insofar as it is required for the employment relationship, to accelerate and simplify the recruitment process and data collection and, in addition to your personal data, transfer your application documents to the personnel file.

2. What information does CrossIT process about applicants and how is this data collected?

CrossIT is the controller within the meaning of the GDPR (General Data Protection Regulation) for personal data collected and processed as part of the application process. Personal data is any information relating to an identified or identifiable natural person. Personal data may include, for example, name, gender, address, CV or work experience.

In particular, we process the information that is provided to us by the applicant themselves. Further information may be generated automatically by the applicants using CrossIT's systems and communicating via these, e.g. through system logins or sending e-mails. Personal data of an applicant can also be generated or made available by third parties. This includes, for example, external recruiters or headhunters as well as publicly available data in professional networks (XING, LinkedIN, etc.).

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The following personal data may be processed as part of the application process:

- **Personal details** such as, in particular, title, name, gender and date and place of birth.
- **Contact information and communication data** such as, in particular, address, postcode, place of residence, telephone and fax numbers and e-mail address.
- **Other data provided by you in your application**, such as in particular nationality, driving license, application photo, CV, certificates, letter of motivation, certificates of further education, professional experience, training and competences.

The processing of special categories of personal data in accordance with Art. 9 of the GDPR is not provided for in the application process and only takes place to the extent required by law. Special category of personal data means data revealing, for example, racial and ethnic origin, political opinion or religious affiliation. If special categories of data are contained in your application documents, they will only be processed if you have consented to this or if a legal authorization justifies this.

3. For what purpose is applicant data processed?

CrossIT processes applicant data in accordance with the applicable data protection laws in order to carry out the application process.
We process your personal details and contact information on the basis of pre-contractual obligations (Art. 6 para. 1 lit. b GDPR). We process other personal data provided by you (e.g. CV or letter of motivation) on the basis of our legitimate interest (Art. 6 para. 1 lit. f GDPR) in finding a suitable candidate for the advertised position.

If you send us an unsolicited application and wish to store it for a longer period of time and keep it on record, we will only process this data on the basis of your consent (Art. 6 para. 1 lit. a and Art. 7 GDPR). If you have consented to the processing, the data will only be processed for the purposes and to the extent agreed in the declaration of consent. You may revoke your consent at any time.

4. To which third parties is applicant data transmitted?

The persons within our company who are necessary to fill vacancies have access to the personal data collected during the application process, depending on the position for which you have applied. Your data is accessible to the respective personnel managers within the company and is made available to selected managers if required. The data will only be passed on to the extent necessary within the scope of the application process.
Should it become apparent during the application process that there is a suitable position for you within the scc group of companies, which is composed of scc EDV Beratung AG, XIT-cross information technologies GmbH and HR-Force EDV Beratung GmbH, we will forward your application documents if necessary and with your consent.
Your data will only be passed on to external recipients if we are obliged to provide information, report or pass on data in order to comply with legal requirements, if you have given us permission to pass on data to third parties or to external service providers who act as order

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processors on our behalf or take over functions for us (e.g. IT and back office service providers).

5. How long do the applicant data remain stored?

We delete your personal data as soon as they are no longer required for the above-mentioned purposes. The data you provide, as well as information collected during the application process, will generally be stored for the duration of the application process and for up to 7 months after its completion. Your data will only be stored beyond this period due to legal obligations.
If your data is stored on the basis of an unsolicited application or beyond the normal retention period after the end of an application process, this will only be done on the legal basis of your consent (Art. 6 para. 1 lit. a GDPR and Art. 7 GDPR).

6. What rights do applicants have with regard to their personal data?

In accordance with the provisions of Art 15 to 22 of the GDPR and the conditions regulated therein, applicants of CrossIT have the right:

- obtain information about the data processed about you ("right of access to personal data ");
- request the correction or completion of inaccurate or incomplete personal data ("right to rectification");
- request the deletion of the personal data concerning you ("right to erasure");
- request the restriction of the processing of your data and object to certain processing ("right to restriction of processing" and "right to object"); as well as
- To receive your data in a structured, common and machine-readable format and to transfer this data to another controller ("right to data portability").

Please direct all enquiries in this regard to datenschutz@crossit.at.

If you are of the opinion that the processing of your personal data violates applicable data protection law or that your data protection rights have been violated in any other way, you can complain to the competent supervisory authority (www.dsb.gv.at) in accordance with Art 77 GDPR.

7. Automated decisions

CrossIT does not use automated decisions in the application process.

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8. Amendment of the information sheet for applicants and candidates

XIT-cross information technologies GmbH reserves the right to adapt this information sheet for applicants to technical and legal requirements at any time.

9. Contact and further information

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