

HR-Office GmbH – Privacy Policy

PLEASE NOTE:

IN OUR EFFORTS TO PROVIDE AN ACCURATE ENGLISH TRANSLATION OF OUR PRIVACY POLICY / “DATENSCHUTZERKLÄRUNG”, PLEASE BE ADVISED THAT THIS ENGLISH VERSION OF OUR PRIVACY POLICY SERVES SOLELY FOR INFORMATIONAL PURPOSES. SHOULD ANY DISCREPANCIES ARISE, THE GERMAN VERSION (HR-OFFICE GMBH - DATENSCHUTZERKLÄRUNG) SHALL GOVERN. THE DEFINITIVE GERMAN PRIVACY POLICY IS ACCESSIBLE AT: [HTTPS://HR-OFFICE.EU/DATENSCHUTZ/](https://hr-office.eu/datenschutz/)

In accordance with the provisions of the European Union General Data Protection Regulation (EU GDPR) and the Federal Data Protection Act (BDSG), this Privacy Policy sets forth the framework governing the processing of personal data by HR-Office GmbH.

The data processing is carried out by the responsible entity, HR-Office GmbH, whose contact details can be found in the "General" section of this Privacy Policy.

To ensure clarity and readability, this document may use the masculine form when referring to personal titles and nouns. However, these terms are intended to include all gender identities, in accordance with the principles of equal treatment. The use of abbreviations in this document is solely for editorial simplification and should not be interpreted as a value judgment.

In the course of interactions with our clients, suppliers, applicants, candidates, and visitors to our website, we collect your personal data through various communication channels. These include traditional means of communication such as email, telephone, or postal correspondence, as well as interactions during networking events such as seminars, trade fairs, or conferences, and through online professional networks. Our Privacy Policy is tailored to the specific type of business relationship we have with you. Accordingly, in the following sections, we provide relevant information for website visitors, clients, suppliers, business partners and their representatives, as well as applicants and candidates.

HR-Office GmbH is an internationally operating recruitment and executive search firm. We assist our clients in acquiring skilled professionals and executives. For our candidates, we are not just a short-term partner; we view ourselves as long-term career advisors, supporting the realization of their career aspirations.

We firmly believe that people are the most valuable resources and, therefore, the key to sustainable success in any business. It is our solemn duty to protect and respect your privacy and the personal data you entrust to us. This Privacy Policy outlines your data protection rights concerning the personal data we process and the measures we take to protect your privacy. We realize this statement is comprehensive, but please read it carefully.

I. General

The responsible entity for data processing is:

HR-Office GmbH
Kohlfurther Str. 65
42349 Wuppertal
Germany

Phone: +49 202 574 148 11
E-Mail: info@hr-office.eu

The responsible entity is the natural or legal person who, alone or jointly with others, determines the purposes and means of processing personal data (e.g., names, email addresses, etc.).

Your Rights as a Data Subject

According to the European Union General Data Protection Regulation (EU-GDPR), as a data subject, you have the following rights regarding your personal data in relation to HR-Office GmbH:

Right to Access

You have the right to request information at any time about the personal data we hold about you. For your protection, we typically require proof of identity to ensure the request is legitimate. Under certain legally permissible circumstances, we may deny your request and will provide you with detailed reasons for the denial in such cases.

Right to Rectification or Erasure

- You have the right to request the deletion of your personal data when they are no longer needed for the purposes for which they were collected or processed.
- If you withdraw your consent to processing, your data will be deleted immediately unless legal reasons require further processing.
- If data are incorrect or incomplete, you may request their correction or completion at any time.
- Furthermore, we will immediately delete your data if they have been processed unlawfully.

Right to Restriction of Processing

- You may request the restriction of processing of your personal data. During this restriction, we will continue to store your data but will not take any further processing steps.
- This restriction can only be lifted with your express consent or in cases where processing is necessary to:
 - assert, exercise, or defend legal claims,
 - protect the rights of other persons, or
 - safeguard a legitimate public interest of the EU or a member state.

Right to Object to Processing

- You have the right to object to the processing of your personal data, especially if it is based on our legitimate interests or on public interest.
- You also have the right to object to the processing of your data for direct marketing purposes.
- You can refuse the use of your data for scientific, historical, statistical, or research purposes under certain conditions.
- If you have previously given your consent to the processing, you can withdraw it at any time. In such a case, the processing will be stopped unless there are legitimate reasons for continuing, which will be communicated to you.

Right to Data Portability

You have the right to receive your personal data in a commonly used, machine-readable, and password-protected format, or to have them transferred to another controller.

To exercise your rights, please contact us at the following email address: datenschutz@hr-office.eu

Additionally, you have the right to lodge a complaint with a data protection supervisory authority if you believe that the processing of your personal data by us violates applicable data protection laws:

Contact details of the competent local supervisory authority:

The State Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia.

Mail: Postfach 20 04 44, 40102 Düsseldorf

Email: poststelle@ldi.nrw.de

II. Collection and Use of Personal Data During a Visit to Our Website

To better manage the services offered on our website, we collect certain information during your visit. This information helps us facilitate your use of our website. We collect personal data related to your visit, such as traffic data, IP addresses, location information, weblogs, content from surveys and contact forms, and other communication data. Additionally, we collect information about the content you access on the website.

By processing this data, we can enhance your future visits by suggesting location-based content that may be relevant and of interest to you.

We also store cookies and use analytics tools. For more detailed information, please refer to our Cookie Policy. We employ Usercentrics' consent technology to obtain and document your consent for storing certain cookies on your device or for using specific technologies, ensuring compliance with data protection laws. The provider of this technology is Usercentrics GmbH, located at Sendlinger Straße 7, 80331 Munich, website: <https://usercentrics.com/de/> (hereinafter "Usercentrics").

When you visit our website, the following personal data are transferred to Usercentrics:

- Your consent(s) or the withdrawal of your consent(s)
- Your IP address
- Information about your browser
- Information about your device
- The time of your visit to the website
- Geolocation

Furthermore, Usercentrics stores a cookie in your browser to attribute given consents or their revocations. The collected data are stored until you request deletion, you delete the Usercentrics cookie yourself, or the purpose for data storage ceases to exist. Mandatory legal retention obligations remain unaffected.

The Usercentrics banner on this website was configured with the help of eRecht24. This can be recognized by the appearance of the eRecht24 logo on the banner. To display the eRecht24 logo in the banner, a connection is made to eRecht24's image server. During this process, the IP address is also transmitted, but it is stored only in an anonymized form in the server logs. The image server of eRecht24 is located in Germany and hosted by a German provider. The banner itself is provided exclusively by Usercentrics. The use of Usercentrics is intended to obtain the legally required consents for the use of certain technologies. The legal basis for this is Article 6(1)(c) of the EU GDPR.

In the context of processing under Article 6(1)(f) of the EU GDPR, personal data may only be collected if it is necessary for the protection of our legitimate interests or those of a third party and does not override your interests, fundamental rights, or freedoms.

We believe that the purposes pursued by Usercentrics do not impair the visitors of our website. Instead, they help us provide our services efficiently and tailored to your needs. Nevertheless, you always have the right to object to the processing of your personal data.

Data Transfer to Governmental Authorities

Should we be required to transfer personal data to governmental authorities or law enforcement agencies, this request will first undergo a comprehensive legal review. Only if it is determined that there is a legal obligation will the data be disclosed based on Article 6(1)(c) of the EU GDPR.

Contact Form

When you send us an inquiry via the contact form, the information you provide, including your contact details, will be stored in order to process your request and potentially address follow-up questions. Your data will only be shared with your explicit consent.

Legal Bases for Data Processing

- The processing of your data is carried out in accordance with Article 6(1)(b) of the EU GDPR if your inquiry is related to the performance of a contract or pre-contractual measures.
- In other cases, the processing is based on our legitimate interest in the efficient handling of incoming inquiries (Article 6(1)(f) EU GDPR) or on your consent (Article 6(1)(a) EU GDPR), if this has been obtained. You can withdraw your consent at any time with effect for the future.

Inquiry via Email, Phone, or Fax

When you contact us by email, phone, or fax, your inquiry and any related personal data (such as your name and the content of your inquiry) will be stored and processed in order to handle your concern. Your data will only be shared with your explicit consent.

Legal Bases for Data Processing

- The processing of your data is conducted in accordance with Article 6(1)(b) of the EU GDPR if your inquiry is related to the fulfillment of a contract or pre-contractual measures.
- In all other cases, the processing is based on our legitimate interest in the efficient handling of inquiries (Article 6(1)(f) of the EU GDPR) or on your consent (Article

6(1)(a) of the EU GDPR), if it has been obtained. You may withdraw your consent at any time with effect for the future.

Retention Period

Unless a more specific retention period is specified within this Privacy Policy, your personal data will be retained by us until the purpose for processing the data no longer applies. If you submit a legitimate request for deletion or withdraw consent to data processing, your data will be deleted unless we have other legally permissible reasons for retaining your personal data (e.g., tax or commercial law retention obligations); in the latter case, deletion will occur

Objection to Promotional Emails

The use of contact information published under the obligation to provide a legal notice for sending unsolicited advertising and informational materials is hereby objected to. HR-Office GmbH explicitly reserves the right to take legal action in the case of the unsolicited sending of promotional materials, such as through spam emails.

SSL or TLS Encryption

This website uses SSL or TLS encryption to protect the transmission of confidential information, such as orders or inquiries you submit to us, the website operator, for security purposes. An encrypted connection can be identified by the browser's address line changing from "http://" to "https://" and by the appearance of a lock symbol in the browser's address bar.

When SSL or TLS encryption is enabled, the data you transmit to us cannot be read by third parties.

Disclosure of Data to Third Parties

We occasionally engage external companies or individuals to perform specific IT services on our behalf. These services include, for example, hosting and maintaining our website content, integrating social media, or implementing plugins and tools.

These service providers are granted access only to the personal data necessary to perform their tasks. They are prohibited from using this data for any other purposes. Additionally, they are bound by contractual confidentiality agreements to protect your data and ensure the confidentiality of your information.

To use your data as efficiently as possible, it may be necessary to share information. However, such sharing is strictly limited to the service providers and contractors listed below:

Host Europe

We host the content of our website with the following provider:

The provider is the Host Europe GmbH, Hansestraße 111, 51149 Köln, Germany (hereinafter referred to as: Host Europe). Whenever you visit our website, Host Europe will record a variety of logfiles, including your IP addresses.

For details, please refer to the Data Privacy Policy of Host Europe: <https://www.hosteurope.de/AGB/Datenschutzerklaerung/>.

We use Host Europe on the basis of Art. 6(1)(f) GDPR. We have a legitimate interest in making the depiction of our website as dependable as possible. If you have been asked for your respective consent, processing shall occur exclusively on the basis of Art. 6(1)(a) GDPR and § 25(1) TDDDG, if the consent comprises the archiving of cookies or access to information on the user's device (e.g., device finger printing) as defined in the TDDDG. Such consent may be revoked at any time.

The provider, Host Europe, automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. These include:

- Browser type and version
- Operating system used
- Referrer URL
- Hostname of the accessing computer
- Time of the server request
- IP address

These data are not merged with other data sources.

The collection of this data is based on Article 6(1)(f) of the EU GDPR. HR-Office GmbH has a legitimate interest in ensuring the technically flawless presentation and optimization of its website, which requires the collection of server log files.

Google Cloud CDN

We use the Google Cloud CDN content delivery network. The provider is Google Ireland Limited ("Google"), Gordon House, Barrow Street, Dublin 4, Ireland.

Google offers a globally distributed content delivery network. Technically, the transfer of information between your browser and our website is routed through the Google network. This enables us to increase the global accessibility and performance of our website.

The use of Google Cloud CDN is based on our legitimate interest in the most error-free and secure provision of our website (Art. 6(1)(f) GDPR).

Data transfers between the EU and the United States are based on the European Commission's adequacy decision pursuant to Article 45(3) of the EU GDPR.

For more information about Google Cloud CDN, please visit:

<https://cloud.google.com/cdn/docs/overview?hl=de>.

The company is certified in accordance with the “EU-US Data Privacy Framework” (DPF). The DPF is an agreement between the European Union and the US, which is intended to ensure compliance with European data protection standards for data processing in the US. Every company certified under the DPF is obliged to comply with these data protection standards. For more information, please contact the provider under the following

link: <https://www.dataprivacyframework.gov/s/participant-search/participant-detail?contact=true&id=a2zt000000001L5AAI&status=Active>

Collection and Processing of Personal Data Through Third-Party Technologies

Microsoft Bookings

Our website gives you the option to schedule appointments with us. We use Microsoft Bookings to book these appointments. The provider is Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland, <https://learn.microsoft.com/de-de/microsoft-365/bookings/?view=o365-worldwide>.

To book an appointment, enter the requested data and the desired date in the form provided. The data entered will be used for planning, conducting and, if necessary, for the follow-up of the appointment. The appointment data will be stored for us on the servers of Microsoft Bookings, whose privacy policy you can view here: <https://privacy.microsoft.com/de-de/privacystatement>.

The data recorded in this manner will be stored until you ask us to delete them, revoke your consent to the archiving of your data or until the purpose of archiving the data no longer exists. This does not affect mandatory statutory provisions – in particular those governing retention periods.

The legal basis for the processing of the data is Art. 6(1)(f) GDPR. The operator of the website has a legitimate interest in ensuring that appointments with customers and prospective customers can be scheduled as easily as possible. If appropriate consent has been obtained, the processing is carried out exclusively on the basis of Art. 6(1)(a) GDPR and § 25 (1) TDDDGD, insofar the consent includes the storage of cookies or the access to information in the user's end device (e.g., device fingerprinting) within the meaning of the TDDDGD. This consent can be revoked at any time.

Data transfers between the EU and the United States are based on the adequacy decision of the European Commission pursuant to Article 45(3) of the EU GDPR. Details can be found here: <https://learn.microsoft.com/de-de/compliance/regulatory/offering-eu-model-clauses>.

The company is certified in accordance with the “EU-US Data Privacy Framework” (DPF). The DPF is an agreement between the European Union and the US, which is intended to ensure compliance with European data protection standards for data processing in the US. Every company certified under the DPF is obliged to comply with these data protection standards. For more information, please contact the provider under the following link: <https://www.dataprivacyframework.gov/s/participant-search/participant-detail?contact=true&id=a2zt0000000KzNaAAK&status=Active>

Google Fonts

To ensure that fonts used on this website are uniform, this website uses so-called Google Fonts provided by Google.

These fonts have been embedded locally on HR-Office GmbH's own server.

When you access a page on our website, your browser will load the required fonts into your browser cache to correctly display text and fonts.

For this purpose, the browser you use no longer needs to establish a connection to Google's servers. As a result, Google should no longer have access to information that this website was accessed via your IP address. The use of Google Fonts is based on Article 6(1)(f) of the EU GDPR. The website operator has a legitimate interest in ensuring a consistent presentation of the website's typography. If consent has been requested, the processing is carried out exclusively on the basis of Article 6(1)(a) of the EU GDPR and Section 25(1) of the TDDG, insofar as the consent includes the storage of cookies or access to information on the user's device (e.g., device fingerprinting) within the meaning of the TDDG. Consent can be withdrawn at any time.

If your browser should not support Google Fonts, a standard font installed on your computer will be used.

For more information on Google Fonts, please follow this link: <https://developers.google.com/fonts/faq> and consult Google's Data Privacy Declaration under: <https://policies.google.com/privacy?hl=de>.

Data transfers between the EU and the United States are based on the European Commission's adequacy decision pursuant to Article 45(3) of the EU GDPR.

The company is certified in accordance with the “EU-US Data Privacy Framework” (DPF). The DPF is an agreement between the European Union and the US, which is intended to ensure compliance with European data protection standards for data processing in the US. Every company certified under the DPF is obliged to comply with these data protection standards. For more information, please contact the provider under the following link: <https://www.dataprivacyframework.gov/s/participant-search/participant-detail?contact=true&id=a2zt000000001L5AAI&status=Active>

Font Awesome

This page uses Font Awesome for the uniform representation of fonts and symbols. Provider is Fonticons, Inc. 6 Porter Road Apartment 3R, Cambridge, Massachusetts, USA.

These fonts have been locally hosted on HR-Office GmbH's own server. When you access a page, your browser loads the required fonts into its cache to display text and fonts correctly.

For this purpose, the browser you use no longer needs to establish a connection to the servers of Fonticons. As a result, Fonticons should no longer be able to access information that this website was accessed via your IP address. The use of Font Awesome is based on Article 6(1)(f) of the EU GDPR. We have a legitimate interest in ensuring a consistent presentation of the website's typography. If consent has been requested, processing is carried out exclusively on the basis of Article 6(1)(a) of the EU GDPR and Section 25(1) of the TDDG, insofar as the consent includes the storage of cookies or access to information on the user's device (e.g., device fingerprinting) within the meaning of the TDDG. Consent can be withdrawn at any time.

If your browser does not support Font Awesome, a standard font from your computer will be used.

Further information about Font Awesome can be found in the Font Awesome privacy policy at: <https://fontawesome.com/privacy>.

Google Maps

This website uses the mapping service Google Maps. The provider is Google Ireland Limited ("Google"), Gordon House, Barrow Street, Dublin 4, Ireland. With the means of this service, we can integrate map material on our website.

To enable the use of the Google Maps features, your IP address must be stored. As a rule, this information is transferred to one of Google's servers in the United States, where it is archived. The operator of this website has no control over the data transfer. In case Google Maps has been activated, Google has the option to use Google Fonts for the purpose of the uniform depiction of fonts. When you access Google Maps, your browser will load the required web fonts into your browser cache, to correctly display text and fonts.

We use Google Maps to present our online content in an appealing manner and to make the locations disclosed on our website easy to find. This constitutes a legitimate interest as defined in Art. 6(1)(f) GDPR. If appropriate consent has been obtained, the processing is carried out exclusively on the basis of Art. 6(1)(a) GDPR and § 25 (1) TDDG, insofar the consent includes the storage of cookies or the access to information in the user's end device (e.g., device fingerprinting) within the meaning of the TDDG. This consent can be revoked at any time.

For more information on the handling of user data, please review Google's Data Privacy Declaration under: <https://policies.google.com/privacy?hl=de>.

The data traffic between the EU and the United States is based on the European Commission's adequacy decision pursuant to Article 45(3) of the EU General Data Protection Regulation (GDPR).

The company is certified in accordance with the "EU-US Data Privacy Framework" (DPF). The DPF is an agreement between the European Union and the US, which is intended to ensure compliance with European data protection standards for data processing in the US. Every company certified under the DPF is obliged to comply with these data protection standards. For more information, please contact the provider under the following link: <https://www.dataprivacyframework.gov/s/participant-search/participant-detail?contact=true&id=a2zt000000001L5AAI&status=Active>

Transfer of Personal Data Abroad

Your personal data may be transferred to and processed in countries outside of Germany. Such transfers are made exclusively to countries that provide an adequate level of data protection and comply with applicable data protection laws. In cases where data is transferred to countries that do not offer an adequate level of data protection, HR-Office GmbH ensures that appropriate safeguards have been implemented. These measures guarantee the protection and security of your personal data in accordance with applicable data protection requirements.

Data Security

We are committed to protecting your personal data. However, please note that the transmission of information over the Internet can never be completely secure. Therefore, we cannot guarantee the absolute security of your personal data once it has been transmitted to our website or third parties. Any data transmission is carried out at your own risk.

To ensure the best possible protection of your data, we apply strict procedures as well as appropriate technical and organizational security measures. These measures are designed to prevent unauthorized access, deletion, or disclosure of your personal data to the greatest extent possible.

III. Collection and Use of Personal Data in the Context of Business Relationships with Our Customers, Business Partners, and Suppliers

To provide and deliver the services we offer to our customers, suppliers, or business partners, we must collect and use information about you or individuals within your organization.

To ensure the smooth operation of our business relationship, we typically require only minimal information from you. We collect contact details of the relevant individuals within your organization to facilitate communication, as well as, for example, your bank account information to process payments for services you have provided (if this is part of the contractual agreement between us).

We collect personal data from customers, suppliers, business partners, or prospective customers in various ways. We may receive the data directly from you or gather and obtain data from other sources.

Your data is processed for the following purposes:

- Provision of services in the field of recruitment
- Execution of Recruitment Process Outsourcing services ("RPO")
- Offering of Managed Service Provider services ("MSP")
- Conducting marketing activities and direct customer outreach
- Delivery of additional services and consulting in the HR sector
- Storing or updating your data in our customer database to ensure communication within the scope of our agreements
- Supporting the provision of services you utilize or provide to us
- Compliance with legally mandated requirements
- Enforcement, exercise, or defense of legal claims

We use this information to properly execute the contractual agreements between you and us, ensure a smooth business relationship, and comply with legal requirements. Our legitimate interest lies in supporting you in meeting your staffing needs while ensuring that we provide the best talent for your organization.

The processing of your data is based on the following legal basis:

- **Email Communication:** Personal data transmitted via email is used solely to process your inquiries. The legal basis for this is Article 6(1)(f) of the EU General Data Protection Regulation (GDPR).

- **Contractual Agreements:** Data arising from existing contractual relationships between you and us is processed to fulfill legal requirements. This processing is based on Article 6(1)(b) of the EU GDPR.
- **Direct Marketing and Data from External Sources:** When obtaining information about you or your organization from other sources for direct marketing purposes, we ensure these activities comply with applicable laws. Such information is used if we believe you or your organization may be relevant as potential clients. This occurs as part of due diligence or market research activities. The processing of this data is based on Article 6(1)(f) of the EU GDPR, as we have a legitimate interest in offering services tailored to your needs.
- **Right to Object:** You have the right to object at any time to the processing of your personal data for direct marketing purposes, including profiling related to such marketing. After an objection, your data will no longer be used for these purposes (pursuant to Article 21(2) of the EU GDPR).

Disclosure of Data to Third Parties

To ensure the most efficient use of your data, disclosure to third parties is carried out for the following purposes:

- **Service Providers/Contractors:** Occasionally, we engage external companies or individuals to perform specific IT functions, such as hosting our customer database. These service providers are granted access only to the personal data necessary for their tasks and are prohibited from using it for other purposes. Additionally, they are contractually obligated to maintain the confidentiality of your data to ensure your privacy is protected. This typically involves technical support services or IT consultants performing development and testing activities on our technological systems.
- **External IT Service Providers and Storage Providers:** Cooperation with these providers is contingent upon the existence of a data processing agreement or comparable legal safeguards.
- **Service Providers for Specific Services:** This includes external consultants, freelancers, and professional advisors such as attorneys, tax advisors, or providers of administrative services acting on our behalf.
- **Government Authorities or Law Enforcement Agencies:** Personal data is disclosed to government entities only when deemed legally required following a legal review. Such processing is based on Article 6(1)(c) of the EU GDPR.
- **Tax, Audit, or Other Regulatory Authorities:** If we believe we are legally obligated to disclose your data (e.g., in response to a request from a tax authority or in preparation for legal proceedings), this disclosure is also based on Article 6(1)(c) of the EU GDPR.

Retention Period

Your personal data is stored only as long as necessary to achieve the corresponding purposes. This means we retain your data for the entire duration of our business relationship. If you no longer wish to use our staffing services, you may request the removal of your data from our customer database at any time. Even after deletion, certain personal data may be retained to protect our legitimate business interests and comply with legal obligations.

- **Legal Retention Obligations:** We are required to retain basic information about our clients, such as contracts, identity verification documents, and financial and transaction data, for tax, legal, and compliance purposes for up to 10 years after the end of the business relationship. The legal basis for this is Article 6(1)(c) of the EU GDPR.
- **Extended Retention Periods:** In certain cases, we may retain your data beyond this period, such as when it is necessary for the defense against legal claims. Processing in such cases is based on Article 6(1)(f) of the EU GDPR, as it represents a legitimate interest on our part.
- **Data from Email Communication or Other Sources:** Such data is retained until the respective communication is concluded. A conversation is considered complete when the circumstances clearly indicate that the matter has been fully resolved.

IV. Collection and Use of Personal Data in the Context of Business Relationships with Our Applicants and Candidates

Recruitment Services

Our approach to recruiting skilled professionals and executives is based on a precise analysis of requirements and prompt, close, and reliable communication with both our clients and applicants or candidates. We place great emphasis on ensuring that selection is based not only on professional qualifications but also on personal and cultural compatibility. We carefully assess whether the applicants and candidates are a good fit for the company and whether the company aligns with their aspirations. This thorough evaluation aims to ensure mutual satisfaction and foster a long-term successful collaboration.

Career Advisory

Whether you apply with us directly (either proactively or in response to a job posting) or we reach out to you as a candidate, we see ourselves not merely as a short-term recruitment partner but as a long-term career advisor. We support you in achieving your career goals through an enduring professional partnership.

HR-Office GmbH uses your personal data (your first and last name, email address, phone number, and a link to your profile on a professional networking platform) not only for the specific application process and any potential placement but also to stay in regular contact with you and accompany you on your career path. Of course, you may withdraw your consent for the storage of your data at any time with future effect, thereby ending our career advisory services.

To provide our services and conduct application processes, we will collect additional information and personal data from you to gain a clearer understanding of your profile. Based on applicable local laws and regulations, we may collect some or all of the information listed below to offer you employment opportunities tailored to your situation and interests, helping you achieve your career goals.

To deliver our services and conduct application processes, we will collect additional information and personal data from you to develop a comprehensive understanding of your profile. In accordance with applicable local laws and regulations, we may collect some or all of the information listed below to provide you with employment opportunities tailored to your situation and interests, supporting you in achieving your career goals.

In this context, HR-Office GmbH processes personal data to facilitate communication with applicants and candidates, address inquiries, and analyze resumes. This serves the purpose of identifying suitable professional positions and job opportunities that align with the qualifications and needs of applicants and candidates. Additionally, HR-Office GmbH creates profiles of applicants and candidates, supports salary negotiations if necessary, organizes interviews and meetings, conducts aptitude tests, and shares personal data as well as application documents with HR-Office GmbH's clients.

We also process data when we believe our services may be of interest to you or beneficial to you as a potential candidate, and when we believe we can assist you in achieving your career goals. In most cases, your name and contact details are sufficient for us to get in touch with you. Additionally, we may collect further information about you if, for instance, you have granted permission for data collection on professional networking platforms such as LinkedIn or XING, or on other job posting websites. In such cases, we collect details such as your professional background, education, qualifications, skills, and interests, as well as any additional information you have provided in a profile or resume. HR-Office GmbH only requests and stores information that is necessary to develop a comprehensive understanding of your qualifications and to provide effective support in your job placement. Furthermore, we may also store the following additional information, which we are legally and contractually obligated to process in specific circumstances:

- First and last name, date and place of birth, marital status, nationality or citizenship, and immigration status (to verify whether a work permit is required)
- Contact details (phone number and email address), emergency contact information, copies of a driver's license and passport, and a photo
- Educational background, professional history, availability date, previous and current compensation, pension, and benefits arrangements, as well as details of criminal convictions (where legally compliant and relevant to the position or employment relationship)
- Financial data, bank account information, social security number, and tax information (if legally required to conduct a financial background check)
- Information voluntarily provided by applicants and candidates to HR-Office GmbH, information provided by referees without solicitation from HR-Office GmbH as part of the placement process, information shared by HR-Office GmbH's clients without solicitation, or information received from third parties, such as the Federal Employment Agency, without solicitation
- HR-Office GmbH will obtain information and references from third parties, such as referees or former employers, only with the explicit consent and authorization of the applicants and candidates
- Information regarding race or ethnic origin, religious affiliation or similar beliefs, and physical or mental health, including disabilities
- Sexual orientation (if disclosed by you through details about family members or self-disclosed)

Purposes and Legal Basis for Data Processing

Below, we have outlined the various purposes for which we use and process your personal data in compliance with applicable laws and regulations. Please note that this list is not exhaustive.

- Collection of data for recruitment services via email or postal mail
- Collection of data for recruitment services from other sources, such as professional networking platforms like XING and LinkedIn, or other job posting websites where you have granted permission for data collection
- Provision of staffing solutions and recruitment services
- Matching your data with job openings we consider suitable for you
- Fulfillment of our contractual obligations under agreements related to your recruitment, entered into between HR-Office GmbH and third parties
- Transmission of data to clients to present you for job opportunities or to assess your suitability for positions

The processing of your data is based on Article 6(1)(1)(b) and (f) of the EU General Data Protection Regulation (GDPR), as well as Article 9(2)(b) and Article 88 of the GDPR. It serves the purpose of managing application processes and facilitating contact in connection with your application.

Storage of Data in Case of Unsuccessful Application

If we are unable to offer you a position, you decline a job offer, or you withdraw your application, we reserve the right to retain the data you have submitted for up to six months following the conclusion of the application process (rejection or withdrawal of the application) based on our legitimate interests (Article 6(1)(f) of the EU GDPR). After this period, the data will be deleted, and any physical application documents will be destroyed. This retention period is primarily for evidentiary purposes in case of legal disputes. If it becomes apparent that the data will be required beyond the six-month period (e.g., due to a pending or anticipated legal dispute), deletion will only occur once the purpose for extended retention no longer applies.

Long-Term Storage for Career Advisory Services

If we have contacted you via professional networks such as LinkedIn or XING and you have chosen to engage in our career advisory services, we store your data based on Article 6(1)(1)(a), (b), and (f) of the EU General Data Protection Regulation (GDPR), as well as Article 88 of the GDPR. In accordance with Article 17 of the GDPR, you have the right to request the deletion of your data ("right to be forgotten"). A corresponding revocation can be made at any time.

Processing of Data for Direct Marketing

As part of our direct marketing efforts, we collect information about you, provided this is in accordance with local legal requirements and you have a potential interest in receiving job offers. This processing is based on our legitimate interest pursuant to Article 6(1)(f) of the EU General Data Protection Regulation (GDPR). Our goal is to assist you in finding suitable career opportunities and to identify appropriate employers for your professional growth.

You have the right to object to the processing of your data for direct marketing purposes at any time (Article 21(2) of the EU General Data Protection Regulation (GDPR)). Upon such an objection, your data will no longer be used for this purpose.

Disclosure of Data to Clients

The transmission of your personal data to our clients is based on our legitimate interest pursuant to Article 6(1)(f) of the EU General Data Protection Regulation (GDPR). If your interests override ours, the disclosure of your data will only occur with your explicit consent pursuant to Article 6(1)(a) of the EU General Data Protection Regulation (GDPR).

Processing to Fulfill Legal Obligations

In addition, we are legally obligated to process your data in certain cases, such as to comply with tax and social security regulations or international sanction laws, such as the Anti-Terrorism Directive. The legal basis for this is Article 6(1)(c) of the EU General Data Protection Regulation (GDPR).

Data Processing for Electronic Communication

To send you offers and information via email, SMS, phone, or messaging services, the processing of your data is based on your consent pursuant to Article 6(1)(a) of the EU General Data Protection Regulation (GDPR).

Disclosure of Data to Third Parties

Initially, only our employees who are involved in the management of applicants and candidates in terms of personnel, technical, and sales support will have access to your personal data.

To ensure the most efficient use of your information, we may also disclose information to third parties. However, third parties will only have access to your personal data as necessary to perform their duties. They are not permitted to use this personal information for any other purposes. They are subject to contractual confidentiality obligations to us, ensuring the protection of your privacy. Such disclosure may be made to the following service providers/contractors:

- To service providers/contractors: We may engage or hire other companies or individuals to perform IT functions on our behalf. Examples include hosting services or our cloud services.
- To providers of outsourced IT services and storage providers, where a data processing agreement (or comparable safeguards) is in place.
- To service providers who perform services on our behalf (including external consultants, business partners, and professional advisors such as attorneys, auditors, accountants, and administrative functions).
- To clients
- To governmental authorities or law enforcement agencies: When, following our legal review, we determine that we are legally required to disclose your personal data to them. The legal basis for processing your data in this case is Article 6(1)(c) of the EU General Data Protection Regulation (GDPR).
- To tax, auditing, or other authorities, when we are in good faith convinced that we are legally or otherwise obligated to disclose this data (for example, due to a request from a tax authority or in connection with a potential legal dispute). The legal basis for processing your data in this case is Article 6(1)(c) of the EU General Data Protection Regulation (GDPR).
- To third parties whom we engage to provide services related to the temporary or permanent employment of foreign labor and skilled professionals, as well as the associated employment migration legal matters.
- HR Office GmbH conducts its core activities in personnel placement without the support of external service providers. However, in some cases, our clients request that we involve additional service providers to assist in the selection of suitable candidates or in processing assignments. We enter into data protection agreements with these service providers to ensure the proper handling of personal data in accordance with contractual terms.

Data Transfer Outside of Germany

As part of our organizational structure and the functioning of our IT systems, it may be necessary to transfer your personal data to countries outside of Germany for processing. However, such transfers will only occur on the condition that the destination country ensures an adequate level of data protection that complies with applicable data protection laws.

If the data protection level of a country is not deemed adequate, HR-Office GmbH ensures that appropriate security measures are implemented. These measures may include, for example, EU Standard Contractual Clauses, which are designed to ensure a high level of protection for your personal data.

This ensures the security and protection of your data, even outside of Germany.

Data Security

Your personal data is protected by HR-Office GmbH through appropriate technical and organizational measures to ensure an adequate level of protection and safeguard your rights and freedoms. These measures include, among other things, preventing unauthorized access to the technical facilities we use and protecting personal data from unauthorized access by third parties.