

Data Processing Information

Data protection information for candidates with Deloitte (Art 13 GDPR)

Foreword

First of all: We treat your personal data confidentially and according to the legal data protection regulations.

Below we would like to inform you which personal data we collect from you when you register with our candidate portal, why we need them, how we use them and whom you can contact if you have any questions.

All personal designations are to be understood as gender-neutral. For reasons of easier readability, only the male form will be used in the following.

To whom is this data protection information addressed?

This information is addressed to persons (hereinafter also referred to as candidates) who would like to create a career profile free of charge within the framework of our candidate portal at Deloitte AT either in the course of an application or on their own initiative, as well as for maintaining contacts.

Who we are?

Deloitte Austria is the leading provider of professional services. With 1,350 employees at ten locations, Deloitte supports companies and institutions in the areas of auditing, tax consulting, consulting, financial advisory and risk advisory.

Deloitte Austria consists of:

Deloitte Services Wirtschaftsprüfungs GmbH, FN 44840 t
Renngasse 1/ Freyung
1010 Vienna
T: +43 1 53 700-0
F: +43 1 53 00-1000
E: office@deloitte.at

(hereinafter "Deloitte AT") as well as all Austrian Deloitte companies affiliated with Deloitte AT.

We are active at the following locations:

<https://www.deloitte.at/standorte>

The Austrian Deloitte companies affiliated with Deloitte AT encompass:

- Deloitte Services Wirtschaftsprüfungs GmbH with its seat at Renngasse 1/ Freyung, 1010 Vienna
- Deloitte Tax Wirtschaftsprüfungs GmbH with its seat at Renngasse 1/ Freyung, 1010 Vienna
- Deloitte Consulting GmbH with its seat at Renngasse 1/ Freyung, 1010 Vienna
- Deloitte Financial Advisory GmbH with its seat at Renngasse 1/ Freyung, 1010 Vienna
- Deloitte Wirtschaftsprüfung Styria GmbH with its seat at Paulustorgasse 10, 8010 Graz
- Deloitte Oberösterreich Wirtschaftsprüfungs GmbH with its seat at Johann-Konrad-Vogel-Straße 7-9, 4020 Linz
- Deloitte Salzburg Wirtschaftsprüfungs GmbH with its seat at Ignaz-Rieder-Kai 13A, 5020 Salzburg

- Deloitte Tirol Wirtschaftsprüfungs GmbH with its seat at Wilhelm Greil Strasse 15, 6020 Innsbruck

The above listed companies will be referred to below and above as the "Austrian Deloitte Companies".

If the advertised or vacant position exists at one of the aforementioned Austrian Deloitte companies, the applicant data will be forwarded by Deloitte AT to the Austrian Deloitte Company concerned.

In addition, all recruiters of the Austrian Deloitte Companies have access to your data, for details please refer to "Who will receive your data?".

As a candidate, you can assert your data protection rights (see below) centrally with the joint data protection officer of Deloitte AT and the affiliated Austrian Deloitte companies. All affiliated Austrian Deloitte Companies are obliged to maintain confidentiality and to comply with applicable data protection laws.

For what purpose do we process your personal data?

We use your data for **career advice** and **job placement**.

You can register for our candidate pool without a specific job position. A Deloitte AT recruiter will contact you by e-mail or telephone as soon as there are jobs that match your candidate profile and discuss further steps.

As a candidate, you can also create a profile and apply directly for a specific job position. Unfortunately, the first application for which you have actively applied is not always successful. In this case, Deloitte AT recruiter will contact you by e-mail or telephone as soon as there are other job positions that match your profile.

On what basis do we process your personal data?

We process your personal data on the basis of your freely given explicit consent (Art 6 para 1 lit a) and Art 9 para 2 lit a GDPR). Without your consent, we may not and will not process your personal data unless such processing (beyond that) is carried out for the compliance with legal obligations (Art 6 para 1 lit c) GDPR) or is necessary for the purposes of legitimate interests (Art 6 para 1 lit f DSGVO) in connection with the establishment, exercise or defence of legal claims (e.g. claims under the Equal Treatment Act).

You are under no legal or contractual obligation to disclose your personal data. However, we cannot accept applications and inform you about matching jobs without the personal data (marked by mandatory fields) which must be entered as part of the application process.

Which personal data do we collect and process?

The following categories of data are collected during registration on the candidate portal by entering them in mandatory fields and then being processed:

- Personal details (first and last name)
- Contact details (e-mail address)
- Date and time (of registration or update of registration)
- IP address, registration data (login, password)

The following categories of data may also be collected and subsequently being processed by voluntary input when registered on the candidate portal:

- Personal details (date of birth)
- Address details
- Contact details (phone number)
- Application documents (curriculum vitae or certificates)
- Career history (details of your previous employments)
- Data on your education (information on degrees and diplomas)
- Professional requirements (desired level of employment, desired salary, period of notice)
- Skills and qualifications (additional training/education, certificates, languages, hobbies)

We draw your attention to the fact that data concerning health, data revealing racial or ethnic origin, political opinions, religious beliefs, or trade union membership as well as data concerning sexual orientation belong to the particularly sensitive data (special categories of personal data according to Art 9 GDPR). Therefore, we would like to ask you not to provide us with such data, neither as part of your CV nor as part of any other documents.

Do we use profiling?

In our recruiting processes, there are no automated decision-making processes that result in candidates being automatically removed from the application process or automatically proposed to one of our clients. The decision as to which candidates will be approached or accepted for which positions in the course of our recruiting process is always made by the responsible Deloitte AT recruiter. Therefore, there is no automated decision-making, including profiling, according to Art 22 GDPR.

Who receives your personal data?

Recruiters from Deloitte AT and the Austrian Deloitte Companies

To fulfill their purpose, recruiters from Deloitte AT and the Austrian Deloitte Companies (see above) will have access to all personal data listed under "Which personal data do we collect and process?".

Managers from Deloitte AT and the Austrian Deloitte Companies

To fulfill their purpose managers (employees at Deloitte AT) responsible for the specific job position will have access to your personal data. However, the responsible managers do not have full access to your personal data, instead, a so-called candidate report is generated in the form of a PDF document. This report is created for each position and contains your master data (personal details, address data and contact data), your application documents (e.g. CV and certificates), professional requirements (e.g. desired salary or period of notice) as well as the assessment of the Deloitte AT recruiter based on interview appointments and notes. Our employees are bound to confidentiality and secrecy.

Clients of Deloitte AT and the Austrian Deloitte Companies

As part of the recruiting process, matching job positions are suggested to you. Following an interview with a Deloitte AT recruiter or a consultation with you, we pass on your data for a specific job position to individual clients. The client does not have full access to your personal data, instead, a so-called candidate report is generated in the form of a PDF document. This report is created for each position and contains your master data (personal details, address data and contact data), your application documents (e.g. CV and certificates), your professional requirements (e.g. desired salary or period of notice), the assessment of the Deloitte AT recruiter based on interview appointments and notes.

Our clients are contractually bound to confidentiality and secrecy.

Technical service providers

For the provision of our services, we use service providers (so-called processors) who support us. Examples of such service providers are the manufacturer of our recruiting software or hosting providers who provide us with servers for software operation. These service providers only have access to your data on a case-by-case basis for maintenance purposes. They are contractually bound by a processor agreement according to Art 28 GDPR to confidentiality and data security measures, whereby compliance with the data security measures is regularly checked by us. All service providers engaged by us are based within the EU.

Which rights do you have?

According to the GDPR (Art 15 - 22) you have the right of access and the right to erasure, restriction of processing, data portability, rectification and object. Below we would like to explain some of these rights in more detail:

Your right of access and to rectification

Of course you obtain information about the personal data concerning you being processed and stored by us. In case your personal data shall no longer be accurate or incomplete, you have the right to obtain from us the rectification of inaccurate or incomplete personal data concerning you.

Your right of withdrawal and erasure of your personal data

At any time you can withdraw your consent and exercise your "right to be forgotten". In this case we are obliged to delete the personal data concerning you, provided there is no compelling legal reason for their further processing. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Your rights to restriction of processing, to data portability, and to object as well as measures relating to automated decision-making processes.

You may also obtain from us both, restriction of processing your personal data and transmission of your personal data to another controller without hindrance. You may also exercise the right to object to processing of your personal data (in particular with respect to direct marketing). Furthermore, you may demand various measures in the course of automated data processings (e.g. to obtain human intervention or to express your point of view).

In addition, you have the right to lodge a **complaint** with the data protection authority if you believe that your rights have been infringed. The contact details of the Austrian data protection authority can be found here: <https://www.dsb.gv.at/kontakt>.

How long is your personal data being stored?

Your personal data will be stored until you withdraw your consent. However, legal documentation obligations (e.g. Federal Tax Code in connection with placed job positions) or documentation for the establishment, exercise or defence of legal claims (e.g. Equal Treatment Act; clients' claims of whatever nature) may require ongoing processing even after receipt of your withdrawal. In these cases, we will provide you with information as to that and why the processing will continue and we will inform you once the erasure of your personal data was carried out.

Please note that under certain circumstances an erasure may not take place immediately, but only delayed, due to legal obligations or for the establishment, exercise or defence of legal claims. For example, a period of 6 months applies for the establishment of claims

according to §§ 15 par. 1 and 29 of the Equal Treatment Act because of discrimination in application procedures.

We reserve the right to delete profiles of candidates to whom we have not been able to propose matching job positions over a longer period of time. If there is a job position that is of interest to you at a later date, you can create a new profile at any time.

Who can you contact?

If you have any questions regarding this data protection information or would like to exercise your rights, please contact our Data Protection Officer.

The contact details of the Group Data Protection Officer of the Deloitte Services Wirtschaftsprüfungs GmbH and the affiliated Austrian Deloitte Companies are available at „Datenschutzerklärung“ on www.deloitte.at. Alternatively, you can send your requests also to Rengasse 1/ Freyung, PO box 2, 1010 Vienna, Austria, attn. Data Protection Officer.