Privacy policy career page

The protection and confidentiality of your personal data is of particular importance to us. To ensure the protection of your personal data, we have taken technical and organizational measures to comply with data protection regulations. With this data protection declaration, we inform you about how we collect personal data as part of your application process and for what purpose the data is processed. Your data will be processed in accordance with this privacy policy and the applicable data protection regulations.

This privacy policy applies to the career portals and the applicant management system of the MERKUR Group and all associated companies.

Name and contact details of the controller

The controller pursuant to Art. 4 No. 7 of the General Data Protection Regulation (hereinafter: "GDPR") is

MERKUR GROUP

MERKUR.COM AG
Merkur-Allee 1-15
D-32339 Espelkamp

Phone: +49 (0) 57 72 / 49-0
Fax: +49 (0) 57 72 / 49-165
E-Mail: info@merkur.com
Internet: www.merkur.group

Data Protection Officer

If you have any questions about data protection, please contact MERKUR.COM AG.

Order processing

For the efficient implementation of application procedures, we use an applicant management system from softgarden e-Recruiting GmbH, Tauentzienstr. 14, 10789 Berlin (contact: datenschutz@softgarden.de), which operates the applicant management system as a processor within the meaning of Art. 4 No. 8 GDPR. A contract for order processing in accordance with Art. 28 GDPR has been concluded with the provider, which ensures compliance with data protection regulations.

We remain your first point of contact for exercising your rights as a data subject and for handling the application process. You can contact us directly using the details of the controller provided above or, if specified, contact the data protection officer in confidence.

Subject matter of data protection

The subject of data protection is the processing of personal data, in this case in the context of applicant management. According to Art. 4 No. 1 GDPR, this includes all information relating to an identified or identifiable natural person (hereinafter "data subject") that is necessary for the performance of the application process and the initiation of an employment relationship, Art. 6 para. 1 b) GDPR.

In addition, data associated the use of the applicant management system is also collected, so-called usage data. Usage data is data that is required to operate our websites, such as information about the start, end and scope of use of our website, including login data. This processing complies with the provisions of data protection and telemedia law.

As part of the application process and/or the use of the system, processing activities may also take place that are carried out either on the basis of legitimate interest pursuant to Art. 6 para. 1 lit. f) GDPR or on the basis of your consent pursuant to Art. 6 para. 1 lit. a) GDPR. Processing activities for which there a legal obligation to process or a public interest, Art. 6 para. 1 lit. c) and e) GDPR, such as in the context of criminal prosecution or investigation by state authorities, also come into consideration. You can determine and control the scope of processing yourself through individual settings in your web browser, the configuration of the corresponding cookie settings and your user behavior.

Collection and use of your data

Visit the website

For operational and maintenance purposes and in accordance with the provisions of telemedia law, interaction is recorded ("system logs"), which are required for the operation of the website or processed for system security purposes, for example to analyze attack patterns or illegal usage behavior ("evidence function").

Your internet browser automatically transmits the following data when you access the career portal:

- Date and time of access,
- Browser type and version,
- operating system used,
- Amount of data sent,
- IP address of the access.

This data is not used for direct allocation in the context of applicant management and is deleted again promptly in accordance with the legitimate retention periods, unless longer retention is required for legal or factual reasons, such as for evidence purposes.

is necessary. In individual cases, storage for the aforementioned purposes may be considered. The legal basis is Art. 6 para. 1 lit. f) GDPR and telemedia law.

Session cookies

We store so-called "cookies" in order to offer you a comprehensive range of functions and to make the use of our websites more convenient. "Cookies are small files that are stored on your computer with the help of your Internet browser. If you do not wish cookies to be used, you can prevent them from being stored on your computer by making the appropriate settings in your Internet browser. Please note that the functionality and range of functions of our website may be restricted as a result.

We set the cookie JSESSIONID on the career site as a technically necessary session cookie. This stores a so-called session ID, with which various requests from your browser can be assigned to the joint session. This allows your computer to be recognized when you return to our website. This session cookie is deleted when you log out or close the browser.

Optional cookies, which are based on consent, are only set after confirmation in the cookie banner. You can edit your cookie settings by clicking here. Alternatively, you can deactivate all non-functional cookies here.

Data entered by the user

Application process

As part of the application process, you can set up and manage an account in the career portal after configuring your user name and password. In addition to the individual application, you can use other options in the softgarden applicant management system and make your individual settings (e.g. inclusion in a talent pool).

For an efficient and promising application, you can provide us with the following information as part of your application:

- Contact details (address, telephone number)
- Curriculum vitae data e.g.
    - School education
    - Vocational training
    - Professional experience
    - Language skills
- Profiles in social networks (e.g. XING, LinkedIn, Facebook)
- Documents in connection with applications (application photos, cover letters, certificates, references, work samples, etc.)

The legal basis for processing for the purposes of carrying out the application process and initiating an employment relationship is Art. 6 (1) (b) GDPR. In addition, the use of the applicant management system by the controller is in the legitimate interest pursuant to Art. 6 (1) (f) GDPR. If consent within the meaning of Art. 6 para. 1 lit.
a) is required, this will be obtained separately and transparently from you by the controller, unless it results from conclusive and voluntary behavior on your part in accordance with the transparency requirement, such as voluntary participation in a video interview.

Forwarding of data

Your data will not be passed on to unauthorized third parties in the context of applicant management and will be processed for the purposes stated in this data protection declaration. Inspection by internal departments and specialist managers of the controller is in the legitimate interest, insofar as knowledge of the information from the application process is necessary and permissible for the selection of applicants or internal administrative purposes of the company. For this purpose, your data may be forwarded to third parties in the company by e-mail or within the management system. The legal basis may be Art. 6 para. 1 lit. f) and a) GDPR.

The transfer to third parties also takes place in the context of order processing in accordance with Art. 28 GDPR, i.e. in the context of processing activities in which the controller has a legitimate interest in outsourcing processing activities that it is otherwise entitled to carry out itself. For this purpose, the controller shall take measures to ensure compliance with data protection regulations.

Disclosure to external third parties may also take place for the defense of legal claims based on legitimate interest or in the context of the investigation of or disclosure to government agencies, insofar as a law prescribes this or there is an obligation to disclose. The information obligations towards data subjects within the meaning of Art. 13, 14 GDPR are ensured in advance of the relevant disclosure, insofar as these are to be fulfilled separately.

Forwarding the status information of an application

If you apply to us via a job portal (e.g. Hellowork, Stepstone), the data you submit will be automatically transferred to our recruiting system.
With some of these job boards, you have the option of tracking the status of your application in your account with the respective job board. For this purpose, our service provider, softgarden e-recruiting GmbH, transmits the status of your application (receipt, processing of the application, rejection) to the job exchange on our behalf. There is a time delay (up to four weeks) before the status is displayed in your account with the job exchange so that we can inform you personally about the status of the application inform you beforehand. The legal basis for the data transfer is Art. 6 para. 1 lit. b) GDPR (initiation of an employment relationship).

Further information on data processing can be found in the data protection notices of the respective job board through which you have applied.

Resume analysis with Textkernel

We process and analyze documents uploaded by you using AI technology to extract CV data and convert into a structured form (so-called "CV parsing").

To ensure data subject rights and security standards, an order processing contract has been concluded with the service provider. Processor is the ISO27001-certified provider Textkernel B.V. Nieuwendammerkade 26 A 5, (1022AB) Amsterdam, Netherlands. Data processing takes place on a server in Germany in a secure environment.

The legal basis for processing is Art. 6 I b) GDPR and Art. 6 para. 1 sentence 1 lit. f) GDPR in order to initiate an employment relationship and to the application process as efficient as possible. Personal data is not transferred to unsafe third countries. Your data will be deleted from Textkernel's cache after processing.

Feedback module

In addition to your application, we may you to submit your feedback after an interview and 3 months after you have been hired. We send you an invitation link that will take you to the rating system to submit your feedback. The purpose of the processing is the further development and optimization of our recruiting and application processes as well as the company image.

The following data is processed automatically for this purpose:

- Contact details (name, e-mail)
- Position title of the job you have applied for
- Location of the position
- Job category
- Applicant identification

The feedback itself is stored anonymously in the database. No personal reference is made. In addition to a star rating for individual questions, you have the opportunity to leave comments here. We expressly ask you not to leave any personal data in the comments. The information collected in this way can displayed together with your feedback on our review page or transmitted to external partners such as kununu.

Participation is purely voluntary and only takes place with your consent, without which it is not possible to provide feedback. The legal basis is Art. 6 para. 1 lit. a) GDPR.

Subscription to job advertisements "Job-Abo"

To be informed about new vacancies, you can subscribe to the job newsletter or suitable vacancies on our career board (RSS feed). You can define your subscription in more detail by specifying the desired job and location.

To subscribe, you must also provide your email address. The legal basis for this is your consent to receive the newsletter in accordance with Art. 6 para. 1 lit. a GDPR. You can revoke your consent to receive the newsletter at any time via the unsubscribe link in the newsletter (opt-out).

No personal data is processed via the RSS feed itself to inform you about new job advertisements.

Social Share Buttons

It is possible to share the job advertisements on various social networks. Different buttons are provided for each network. After clicking on one of these buttons, you will be directed to the respective networks and will be taken to their login pages. These buttons are not plug-ins and do not transfer any personal data directly to the operators of the social networks.

The job advertisements can currently be shared on the following social networks:

- Facebook (https://de-de.facebook.com/privacy/explanation)
- Twitter (https://twitter.com/de/privacy)
- LinkedIn (www.linkedin.com/legal/privacy-policy?trk=uno-reg-join-privacy-policy)
- Xing (https://privacy.xing.com/de/datenschutzerklaerung)

The legal basis is Art. 6 para. 1 lit. f) GDPR for statistical analysis and reach measurement of job advertisements.

You can also use the links provided to find out how the social networks mentioned process your personal data. We have no influence on the processing of your personal data by the social networks.

Google Analytics

We use Google Analytics, a web analysis service of Google Inc ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of this website is usually transmitted to a Google server in the USA and stored there. However, if IP anonymization is activated on this website, your IP address will first be truncated by Google within member states of the European Union or in other states party to the Agreement on the European Economic Area. Only in exceptional cases will the full

IP address is transmitted to a Google server in the USA and shortened there. The data is used to evaluate your use of the website, to compile reports on website activity and to provide other services related to website activity and internet usage to the website operator.

According to Google, the IP address transmitted by your browser as part of Google Analytics will not be merged with other Google data. softgarden uses Google Analytics to analyze and regularly improve the use of the website and softgarden products. We can use the statistics obtained to improve our offer and make it more interesting for you as a user. For cases in which personal data is transferred to the USA, we have concluded an order processing contract with Google, including the general standard contractual clauses approved by the EU Commission (suitable guarantee pursuant to Art. 46 para. 2 lit. c GDPR). The legal basis for the use of Google Analytics is your consent in accordance with Art. 6 para. 1 sentence 1 lit. a) GDPR. You can change your cookie settings at any time and revoke your consent without giving reasons. You can find further information at: https://policies.google.com/privacy.

Easyfeedback" online surveys

At the end of the application process, softgarden may send you an invitation to a survey via a link. The survey takes place via a service provided by easyfeedback GmbH takes place, to the softgarden conducts this survey as the controller within the meaning of Art. 4 No. 7 GDPR and processes the collected data anonymously for its own purposes (statistics, analysis, studies) and for the further development of softgarden products.

The collection of survey data is secured by SSL encryption as standard and softgarden does not establish any personal reference during the evaluation. The survey can be canceled at any time. The data processed up to the time of termination can be used for the stated purposes.

Your participation in the survey is purely voluntary and by participating you declare your consent, without which your participation is not possible, Art. 6 para. 1 lit. a) GDPR. The processing of the data for the purposes of evaluation is anonymized at softgarden.

You can find more information about easyfeedback's data protection in the following information: https://easy-feedback.de/privacy/datenschutzerklaerung.

Talent pool

As part of your application or via the "Get in touch" button, you have the opportunity to recommend yourself for our talent pool. The processing is necessary in order to be automatically considered for further job advertisements, i.e. for similar or other suitable positions.

If you register for the talent pool using the "Get in touch" button, the following information will be requested:

- Salutation, academic title (optional)
- First name, last name, e-mail address
- Job fields of interest
- Current career level
- Preferred location(s)
- XING profile or curriculum vitae

Inclusion in the talent pool is purely voluntary with your consent and by using an opt-in link. The legal basis is Art. 6 para. 1 lit. a) GDPR. Furthermore, we will write to you after 6 months to ask whether you still wish to be part of the talent pool.

Deletion and use of the data

Your data will be stored for the duration of the application process and in accordance with the legitimate retention periods after completion of the application process. In the event of a rejection, the data will be kept for 3 months. After the retention period has expired, the data will be completely anonymized. The processing of anonymized data records is not subject to the material scope of the data protection regulations, so that anonymized data can be processed for statistical and analytical purposes, for the creation of market studies or for product development.

Your rights as a data subject

Rights of data subjects

Data subjects are entitled to know at any time whether their personal data has been stored and can assert a right of access to stored data (right of access), verify its accuracy (right to rectification), request its completion and updating, request its erasure (right to be forgotten), request the restriction of processing (right to restriction) and have the data ported/ported in a commonly used, machine-readable format (data portability). These rights apply provided there are no compelling and/or legitimate grounds on the part of the controller to the contrary. Contact contact contact for this datenschutzbeauftragter@merkur.comto or by post to the address given above.

In cases in which we process data on the basis of your consent (Art. 6 para. 1 lit. a) GDPR), you have the right to withdraw your consent at any time without giving reasons and with effect for the future. The corresponding data processing will then no longer take place in the future, but will not affect the legality of the processing carried out up to the time of revocation. Furthermore, you have the right to object to processing, for example if the data is or was processed incorrectly, or if there are other reasons in the interests of the data subject that prevent (further) processing. Data subjects also have the right to lodge a complaint with the supervisory authority responsible for data processing.

Please note that in the event of an objection and/or revocation, certain services/processing activities cannot be provided or utilized insofar as the processing is necessary for these purposes.

Automated decision making

Automated decision-making does not place. Should this be or become necessary, we will obtain transparent consent in advance of the processing.

Changes to this privacy policy

We reserve the right to amend or supplement this privacy policy at any time regard to the continuously changing legal, technical and organizational requirements for the processing of personal data. This also applies to any translation errors and differences with regard to national data protection law requirements.

Version

Document ID: D404

Valid from: 15.09.2023

Rev. 3.2