

Privacy information

Job applications

Information on how we process your personal data and your information rights in accordance with Articles 13, 14, and 21 of the General Data Protection Regulation (“GDPR”).

We hereby inform you about the processing of your personal data by us and the claims and rights to which you are entitled under the data protection regulations.

General Information

Your protection and data confidentiality is of utmost importance to us (“Masterplan” “we” “our”). We take the protection of your personal data very seriously and collect as little data as possible. Nevertheless, some personal data are necessary to provide our application tools for candidates. This privacy notice shall inform you about the personal data we collect and how exactly that data is processed. We gather and use personal data firmly within the provisions of the European General Data Protection Regulation (Regulation (EU) 2016/679) (“GDPR”), the applicable EU Laws and German national data protection laws. In the following text we will inform you about the specific data, the scope and purpose of the collection and use of personal data by us when applying for a job at Masterplan via masterplan.com/en/jobs and masterplan.com/de/jobs (“Recruiting Platform”), the legal basis for such collection and processing as well as your rights to protect your personal data.

Who is responsible for data processing and who can I contact?

Controller

The legal person responsible for the collection, processing and / or use of personal data in connection with a job application via our Recruiting Platform (“**Controller**”) is:

Masterplan com GmbH

Dircksenstraße 47
10178 Berlin

Germany

Data Protection Officer - Sascha Kremer

Phone: +49 (0) 221 27141874

email: privacy@masterplan.com

What is personal data?

The purpose of data protection is to protect personal data. Personal data means any information relating to an identified or identifiable natural person (“**data subject**”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. This information includes, for example, details such as name, postal address, email address or telephone number but also nicknames, certificates and information about your interests.

What kind of Data do we collect and process and how?

Automatically collected and processed information:

Recruitment Platform logs

While using our Recruitment Platform (jobs.masterplan.com), we are automatically recording website logs and thereby collecting the following data for technical and for security reasons:

- Traffic source
- HTTP requests and responses
- Cookies data (details on Cookies are available here: <https://support.recruitee.com/en/articles/3022929-cookies-on-your-careers-site>)
- date and time of use

This data is stored purely for technical reasons and cannot be linked to any individual person. We do not combine log data with any other information about you.

Information you give us on a voluntary basis:

Application Data

If you are applying online for a job at masterplan you need to fulfil our online application form. In order to evaluate your application properly we need at least your name, email address, telephone number and a CV. For some jobs we may also ask you to answer some mandatory questions. On a voluntary basis you may further add a message, a picture, a cover letter, additional documents, such as, but not limited to certificates, reference letters, links to your

social media profiles, a website and additional information about you, e.g. a video. For some jobs we are requesting case studies which also may include the personal data you are providing to us in such a case study.

We collect and process those data for the sole purpose of managing Masterplan's recruitment related activities as well as for organizational planning purposes. Consequently, Masterplan may use your personal data in relation to the evaluation and selection of applicants including for example setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment. On a voluntary basis, we offer to keep your data in a candidate talent pool for future roles in case you have provided us with your consent. We use this data to offer you jobs and add you to the application process again.

Legal Basis to Process Data

Processing is based on your consent (GDPR Arts. 6(1)(a), 7)

By giving us your consent to process personal data for keeping your data in our candidate pool, our processing your personal data for this purpose is permitted. Consent that has been given can be withdrawn at any time. Please note that withdrawing your consent will only affect processing of personal information that would have occurred after the time of the withdrawal. Processing that took place before your withdrawal will remain unaffected by such withdrawal.

Processing is necessary for taking steps prior to entering into a contract (GDPR Art. 6 (1)(b))

All data you provide us with in connection with your application is necessary for the sole purpose of hiring new employees and therefore evaluating and selecting applicants including for example setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment (meaning taking steps prior to enter into an employment contract). If you don't send us your application data your application cannot be taken into account.

Collection and processing is necessary for compliance with a legal obligation to which the controller is subject (GDPR Art. 6 (1)(c))

Collection and processing of your personal data may be necessary for compliance with a legal obligation to which we are subject under EU laws or the laws of a EU Member State.

Processing is necessary for the purposes of Masterplan's legitimate interests (GDPR Art. 6 (1)(f))

The collection and processing may be necessary for the purposes of our legitimate interests. We collect and process platform logs for technical reasons, such as, but not limited to, preventing denial of service attacks. Denial of service is typically accomplished by flooding the targeted machine or resource with superfluous requests in an attempt to overload systems and prevent some or all legitimate requests from being fulfilled. Preventing such overloads of our systems and any security issues by denial of service attacks is in your and our vital interest and therefore we use the website logs.

What happens to your data?

Who may view your data and where is it stored?

Within Masterplan com GmbH, the recruitment team and the hiring team(s) may view the data as needed to evaluate your application. In addition, we make use of some service providers and freelancers ("**Contractors**").

Contractors that we use, which include but are not limited to service providers and freelancers, may also store personal data for these purposes, for example storing your application data or enabling us to communicate with you (GDPR Art. 28). Such Contractors include companies that provide IT services and telecommunications.

How long do we store personal data?

Any personal data which we collect for the purposes of user research will be stored until it is no longer necessary (GDPR Art. 17(1)(a)). For your application data, that means, we will delete your application data 90 days after rejection of your application, unless you have provided us with a consent to keep your application. Data which is stored based on a declaration of consent will be deleted after one (1) year if you do not consent again or earlier if consent is withdrawn (GDPR Art. 17(1)(b)).

Do we store personal data with a third party seated in a non-EU/EEA country?

Online communication and the storage of files makes it necessary for us to use service suppliers. If these service suppliers are based outside of the EU/EEA, we are obliged to inform you that your data is stored in countries outside of the EU.

Your personal data is stored with the following companies based in the United States:

- Google, Inc. (Standard Contractual Clauses (processors) agreed and can be requested

at any time by sending an email to legal@masterplan.com)

- Zoom Video Communications, Inc. (Standard Contractual Clauses (processors) agreed and can be requested at any time by sending an email to legal@masterplan.com)
- Slack Technologies, Inc. (Standard Contractual Clauses (processors) agreed and can be requested at any time by sending an email to legal@masterplan.com)

Rights of Data Subjects

What rights do you have?

In compliance with the GDPR and applicable EU and German national data protection laws, and to the extent legally permitted, you have the following rights to protect your personal data collected and processed by us:

Information, access, rectification and restriction rights

Upon request, you have the right to receive information about the personal data stored by us about you and information describing how we collect, process, and store your personal data. Further, you have the right to gain access to any of your personal data stored by us. You have the right to request from us the rectification of inaccurate personal data about you that we store. Taking into account the purposes of collecting and processing your data, you have the right to have incomplete personal data completed. You have the right to request restrictions on the processing of your personal data.

Right to data portability

You also have the right (1) to receive in a structured, commonly used, and machine-readable format all personal data about you that you have provided to us, and (2) to transmit that data to another controller.

Right to erasure of your data

You have the right to demand from us the erasure of your personal data, where – inter alia – one of the following grounds applies:

- If we no longer need your personal data for any of the aforementioned purposes;
- If you withdraw your consent on which the collection and processing of your personal data is based on and where there are no other legal grounds for the collection and processing of your personal data; or
- If you object to the collection and processing and there are no overriding legitimate grounds for continuing collection and processing of your personal data.

Please note, if data needs to be retained pursuant to the erasure exemptions provided in Article 17(3) of the GDPR, we will restrict the use of the respective data.

Right to lodge a complaint with a supervisory authority

You have the right to lodge a complaint with a supervisory authority in the Member State of your habitual residence, your place of work, or the place of the alleged infringement if you believe that the collection and processing of your personal data infringes the protections provided by the GDPR.

Right to object to the processing of your data

You have the right to object at any time to the collection and processing of your personal data on grounds relating to your particular situation when collection and processing of such data was based on our pursuing legitimate business interests (GDPR Art. 6(1)(f)).

Right to withdraw your consent at any time

You have the right to withdraw your consent at any time, when you have provided us with your consent for the collection and processing of your personal data for one or more specific purposes.

How to exercise your rights

To exercise your rights, please contact us via email (legal@masterplan.com) or mail to:

Masterplan com GmbH

Dircksenstraße 47
10178 Berlin

Germany

Are you obliged to provide personal data to us?

In connection with your application, you should only provide us with personal data that is necessary for a proper recruitment process. Participation in the recruitment process is completely voluntary.

2. Your right to object

You have the right to object at any time to the collection and processing of your personal data on grounds relating to your particular situation when collection and processing of such data was based on our legitimate business interests (GDPR Art. 6(1)(f)). This also applies to any profiling (GDPR Art. 4) that was based on our legitimate business interests (GDPR Art. 6(1)(f)).

If you object, we will no longer process your personal data, unless

(1) we can prove compelling reasons to continue processing your personal data that outweigh your interests, rights, and freedoms; or

(2) the processing serves to assert, exercise, or defend legal claims.

To object, please contact us via email (legal@masterplan.com) or mail to:

Masterplan com GmbH

Dircksenstraße 47

10178 Berlin

Germany

3. Subcontractors / processors

Masterplan com GmbH is currently using the following categories of subcontractors in connection with the processing of your personal data. These subcontractors have entered into data processing agreements with us and will only process your personal data under our instructions:

Category of subcontractors	Main subject of subcontracted services
Software service provider	(Office) tools for communication and filing; recruitment platform, HR management software, project management tool.
Freelancer	IT administration / support

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