

Applicant Privacy Policy

Securikett Ulrich & Horn GmbH (“Securikett” or “we”, or “us”) collects Personal Data during the application and recruitment process at our company.

We are committed to safeguarding and respecting applicants' privacy. This Privacy Policy explains the types of Personal Data we collect, the purposes for which we process such data, with whom we may share it, the measures we have implemented to ensure its protection, your rights in relation to your Personal Data, and the means by which you may contact us regarding any questions or concerns.

“Personal Data” has the meaning set out in Article 4 of the General Data Protection Regulation (GDPR) and means any information relating to an identified or identifiable natural person. This includes information that identifies, relates to, describes, is associated with, or could reasonably be linked, directly or indirectly, with a specific applicant.

When you apply for a job opening posted by us, the provisions of this Applicant Privacy Policy will apply to our processing of your Personal Data, in addition to our Privacy Policy, which is available on our website: <https://www.securikett.com/imprint-data-policy/>

1. Personal data collected during the recruitment process

During the recruitment process, we collect, process, and share with third parties for the purposes of recruitment and hiring applicants for the open job positions. The information that we collect and process is as follows:

- Personal information and contact data (e.g., name, surname, email or home address, phone number, date of birth, citizenship, legal/work authorization status in Austria);
- Qualification Information (e.g., CV, cover letter, educational and professional qualifications/licenses, previous employment, skills);
- Sensitive data (e.g., passport/ID, driving license);
- Other information (e.g., application photo, employment or educational references, salary expectations, or any other personal information that you voluntarily share with us during the application and recruitment process);

In addition to the information that may be provided by you during the application process, we may also collect information such as communications and correspondence during the



SECURIKETT Ulrich & Horn GmbH | office@securikett.com
Santorastr. 4 | A-2482 Münchendorf | T +43 2259 30 800
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BKS Wien IBAN AT38 1700 0001 4000 3786 BIC BFKKAT2K
Oberbank AG IBAN AT10 1500 0005 3125 7970 BIC OBKLAT2L



recruitment process, presentation materials or certificates, interview notes, etc. We may collect information about you from publicly available sources (e.g., LinkedIn or other similar sources).

We kindly request that you refrain from providing any sensitive information unless it is legally required. Sensitive information may include, but is not limited to, details about racial or ethnic origin, religion, political or philosophical beliefs, sexual orientation, or data concerning a person's sex life, medical or health information, genetic or biometric data, membership in a political party or trade union.

To be considered during the recruitment process, you shall provide us with the data that is necessary for such a process or that we are required to collect by law. Incomplete or inaccurate data may lead to not being considered for the vacant job position.

2. Use of personal data and purpose of processing

We process your personal data for one or more of the following purposes:

- To take steps prior to entering into a contract or to perform contractual obligations (Article 6(1)(b) GDPR): find applicants for the vacant job positions and potential contractual relationships;
- To pursue our legitimate interests, provided that such interests are not overridden by your rights (Article 6(1)(f) GDPR): e.g., managing the recruitment process, ensuring IT security;
- Based on your consent, where you have given it (Article 6(1)(a) GDPR): consent to the collection and processing of personal data; or
- To comply with legal obligations (Article 6(1)(c) GDPR): e.g., compliance with legal retention periods, or other legal obligations (such as Section 18 Austrian Employee Act (Angestelltengesetz, AngG)).

The data we hold about you will be used to review your application for the job position you have applied for, to communicate with you, or with third parties you have provided information about (e.g., references to former employers), and to decide the job positions we want to fill.

3. Protection and sharing of your personal data

We are committed to the security of your data; hence, we have implemented the appropriate technical and organizational security measures to safeguard your data.



Your data will be processed internally by us and, where necessary, may also be shared with our service providers to the extent required for the purposes outlined in this policy.

List of service providers to which your data may be disclosed:

- Email Communication, Storage & Video Conferencing (online interviews only):
Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Carmanhall and Leopardstown, Dublin, D18 P521, Ireland; Website: <https://www.microsoft.com/en-ie/aboutireland>

In addition, based on legitimate interest, the data may be shared with other external third parties when required, such as tax consultants, insurance providers, auditors, pension funds, etc.

We may transfer your Personal Data outside of the EEA (international personal data transfer). Such transfers will be done in compliance with the requirements set out in the GDPR and via one of the approved transfer mechanisms.

4. Data retention

We retain your personal data only for as long as necessary to achieve the purpose for which it was collected. Unless other mandatory retention periods apply, we will keep your information for one (1) year following your application. The retention period may vary if the applicant starts a contractual relationship with us, if there are any other legal obligations to keep the data longer (e.g., defend against a claim, regulatory requirements), or if the applicant consents to a longer retention period.

5. Your rights regarding the processing of your personal data

You have the right to:

- object at any time any further processing of your Personal Data (Art. 21/1 GDPR);
- revoke your consent to the processing of the personal data at any time, with effect in the future;
- access information we may have stored about you and details of processing;
- request deletion or correction of the data that you have already provided to us; and
- request that we deliver all Personal Data you have submitted to us in a structured, up-to-date, and machine-readable format, either directly to you or to a third party of your choice.



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To exercise any of the above rights, you may contact us using the contact details included in this privacy policy and provide us with the necessary information for actioning your request. You also have the right to file a complaint with the Austrian Data Protection Authority (www.dsb.gv.at).

Your data will not be used for automated decision-making or profiling.

6. Contacting us

You can contact us at: **Securikett Ulrich & Horn GmbH**, Santorastraße 4, 2482 Münchendorf, Austria, with registration details available at <https://www.securikett.com/imprint-data-policy/>. Phone number available is [+43 2259 30 800](tel:+43225930800).

If you have any questions or complaints in relation to the use of your Personal Data or this Applicant Privacy Policy, you can contact us via email at: office@securikett.com or at the address above.

We reserve the right to modify this policy in our discretion and at any time and in compliance with the applicable laws. You may check the updates to this policy under the same link.



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