

Privacy Policy

Last updated: July 2018

Alecto GmbH (Friendsurance), Mehringdamm 34, 10961 Berlin, Germany ("**Alecto GmbH (Friendsurance)**", "**we**", "**us**") publishes job advertisements on the website <https://boards.greenhouse.io/friendsurance/> (the "**Application Platform**") and provides the option to apply for the offered jobs directly via the Application Platform.

Alecto GmbH (Friendsurance) takes the protection of your personal data very seriously. The following Privacy Policy shall inform you about how and for which purposes Alecto GmbH (Friendsurance) collects and processes personal data from you during the application process.

Please read this Privacy Policy carefully before placing an application on the Application Platform.

I. Controller and data protection officer

1. Alecto GmbH (Friendsurance) is the controller within the meaning of the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 – "GDPR"). If you have any questions about this Privacy Policy or our data processing activities relating to your personal data or if you want to exercise any of your rights under GDPR, please contact: Alecto GmbH (Friendsurance), Mehringdamm 34, 10961 Berlin, Germany, or by email at datenschutz@friendsurance.de.
2. You can also contact our data protection officer: By email at datenschutz@friendsurance.de or by mail to Gregor Klar, Holtzendorffstraße 20, 14057 Berlin, Germany.

II. Processing of your personal data

1. If you apply for a job we offered via the Application Platform, we process your application data (such as your name, your email address, your phone number) and the files you provided (CV, references, letters, including the data contained therein to your person and your qualification) as well as data additionally provided by you such as your planned starting date, your salary expectations or information on how you became aware of us or whether you are active in social media, for the purposes of processing your application, including the preparation and conduct of job interviews and recruitment tests and the evaluation of the results and as otherwise necessary within the application process. We contact you in the course of the application process to inform you on the status of your application or to invite you to a job interview or a recruitment test.
2. The legal basis for this processing is Section 26 para. 1 sentence 1 of the German Federal Data Protection Act (Bundesdatenschutzgesetz). The processing is necessary for entering into a potential employment relationship.

III. Third Party Processors

1. In compliance with applicable data protection requirements, we may share your personal data with third party data processors acting on our behalf (Art. 28 GDPR), for example technical service providers. In particular, Greenhouse Software, Inc., 110 Fifth Avenue, 3rd Floor, New York, NY 10011, USA („Greenhouse“), processes your personal data in the course of your application via the Application Platform on our behalf in compliance with statutory data protection requirements and according to our instructions.
2. Where such third party processors are located outside the European Union, such third party processors are either located in a third country where the European Commission has decided that this country ensures an adequate level of data protection or appropriate safeguards for an adequate level of data protection are provided for by standard data protection clauses that have been adopted by the European Commission and that have been entered into between Alecto GmbH (Friendsurance) and the third party data processor. The processing of your personal data by Greenhouse takes place in the USA. Alecto GmbH (Friendsurance) and Greenhouse have entered into the standard data protection clauses adopted by the European Commission.

IV. Storage time

Your personal data will be deleted within six months after the end of the application process unless you gave your consent that we may store your data for a longer period and inform you about suitable job offers in the future (Art. 6 para. 1 lit. a) GDPR). In case you accepted a job offer by us, your application data will be stored in your personnel file.

V. Your rights under GDPR

In particular, without limitation, you may have the following rights under GDPR:

1. Right of access: You have the right to obtain confirmation from us as to whether or not we process personal data from you and you also have the right to at any time obtain access to your personal data stored by us. To exercise this right, you may at any time contact us or our data protection officer as provided in Section I. of this Privacy Policy.
2. Right to rectification of your personal data: If we process your personal data, we shall endeavour to ensure by implementing suitable measures that your personal data is accurate and up-to-date for the purposes for which we collected your personal data. If your personal data is inaccurate or incomplete, you have the right to obtain the rectification of such data. To exercise this right, you may at any time contact us or our data protection officer as provided in Section I. of this Privacy Policy.
3. Right to erasure of your personal data or right to restriction of processing: You may have the right to obtain the erasure of your personal data or the restriction of processing of your personal data. To

exercise this right, you may at any time contact us or our data protection officer as provided in Section I. of this Privacy Policy.

4. Right to data portability: You may have the right to receive the personal data concerning you and which you have provided to us, in a structured, commonly used and machine-readable format or to transmit those data to another controller. To exercise this right, you may at any time contact us or our data protection officer as provided in Section I. of this Privacy Policy.
5. Right to withdraw your consent: If you have given your consent to the processing of your personal data (Art. 6 para. 1 lit. a) GDPR), you have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on the consent before the withdrawal. To exercise this right, you may at any time contact us or our data protection officer as provided in Section I. of this Privacy Policy.
6. Right to lodge a complaint with supervisory authority: You have the right to lodge a complaint with a data protection supervisory authority located in the European Union. You may contact the Berlin Commissioner for Data Protection and Freedom of Information.

VI. Amendments

This Privacy Policy may be updated from time to time. Therefore, we recommend checking the Privacy Policy regularly in order to make sure that you have always read the current version. Amendments of this Privacy Policy that require your consent only become effective after we received your consent.

You can print the Privacy Policy or save it as pdf.