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| Processing Specification |

**1. Processing Object**:

The object of processing is the provision of softgarden‘s applicant tracking system.

**2. Processing Type**:

Processing includes collecting, storing, organizing, comparing, using and providing personal data.

**3. Processing Purpose**:

The purpose of processing is recruitment, including:

* Structured presentation of applicant data
* Communication with applicants
* Assessment of applicant data as part of reports
* Providing a talent pool
* Retrieving feedback from applicants and employees hired via the software

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| Data Subject Categories |

Data of the following groups of persons will be processed on commission:

* Interested parties
* Employees of the Principal (recruiter)
* Applicants

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| Personal Data Types |

The following types of data will be processed on commission:

* Contact details of the applicant (street, house number, ZIP code, city, state, country, telephone number, fax, email)
* Personal data of the applicant (title, academic title, first name, last name, nationality, date of birth)
* Application data (CV, work experience, qualifications, driver’s license, willingness to travel, etc.)
* Picture of the applicant
* User and protocol data of recruiters (username, role, protocoling processing within the system)
* Business contact details of recruiters
* IP address of applicants or recruiters
* If applicable, “special categories of personal data” in the sense of Article 9 of the General Data Protection Regulation, if disclosed voluntarily with submitted application documents (e.g., a picture revealing ethnicity, information about disabilities, etc.)

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| Data Processing Locations |

Data will be processed on commission at the following locations:

**softgarden e-recruiting GmbH (Contractor’s offices)**

Berlin office: Tauentzienstraße 14, 10789 Berlin, Germany

Saarbrücken office: Europaallee 29, 66113 Saarbrücken, Germany

**myLoc managed IT AG Am Gatherhof 44 40472 Düsseldorf, Germany (Data Center)**

Service provider’s locations:

Am Gatherhof 44 40472 Düsseldorf, Germany

In der Steele 40599 Düsseldorf, Germany

**PlusServer GmbH Welserstraße 14 51149 Cologne, Germany (Data Center)**

Service provider’s locations:

In der Steele 40599 Düsseldorf, Germany

Welsestraße 14 51149 Cologne, Germany

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| Principal’s Persons Authorized to Issue Directives |

The Principal authorized the following persons to issue directives to the Contractor:



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| Principal’s Data Protection Officer |

The Principal’s data protection officer is:



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| Contractor's Persons Authorized to Receive Directives |

The Contractor authorized the following persons to receive directives from the Principal:

* Mr. Philipp Mager, Vice President Service

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| Contractor's Data Protection Officer |

The Contractor's data protection officer is:

Marco Tessendorf, procado Consulting, IT- & Medienservice GmbH

Warschauer Str. 58a

10243 Berlin, Germany

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| Subcontractor Agreements |

At the time of Contract conclusion, subcontractor relationships exist with the following subcontractors providing assistant services under the main agreement (e.g., data centers):

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| Subcontractor's Name and Address | Order Contents |
| myLoc managed IT AG  Am Gatherhof 44  40472 Düsseldorf, Germany | Co-location und Managed Services  Rack rental and providing of:   * Redundant firewalls and load balancers * Redundant power supply via emergency power generator, USP (n+1 redundancy) and A/B supply to server racks * Multiple redundant IP connections and redundant network infrastructure * Separate backup and administration networks * Redundant, energy-efficient cooling (n+1 redundancy) * Dedicated servers * SSL certificates * Replacement of defective server hardware * Other support services for all server systems (e.g., as part of proactive monitoring) |
| PlusServer GmbH  Welserstraße 14  51149 Cologne, Germany |
| Textkernel B.V.  Nieuwendammerkade 26a5  NL-1022 AB Amsterdam  (Service Location Germany) | CV-Parsing (optional)   * Converting résumé data into profiles / records * Use of AI for comparison (linking of job / applicant profiles in the client)   Maintenance and support services |
| Cronofy Ltd  9A Beck Street, Nottingham, NG1 1EQ, UK  (Service Location Germany) | Meetings, Appointments and Tasks (optional)   * Calender Structures and Events   Use of enrypted API |