

## English 2020

### PRIVACY & TERMS OF USE

We handle your personal data carefully. BREADHUNTER eU . sets the highest standards for your data protection in Austria and the EU.

Responsible in the sense of the general data protection regulation is:

#### **Breadhunter E.U . - International Executive Search**

Thomas Zahlten

Wiedner Hauptstrasse 65

1040 Vienna

Austria

eMail : [office@breadhunter.at](mailto:office@breadhunter.at)

Telephone: 0043 677 630 833 68

Data protection is very important to us, which is why all relevant data is encrypted end- to- end and stored in compliance with the GDPR.

Further information can be found here: <https://tresorit.com/legal/privacy-policy>

As well as in German here: <https://tresorit.com/de/gdpr>

### GENERAL:

#### LIABILITY FOR LINKS

Our offer contains links to external websites of third parties, the content of which we have no influence on. For this reason, we cannot accept any liability for this external content. The respective provider or operator of the pages is always responsible for the content of the linked pages. The linked pages were checked for possible legal violations at the time the link was created. No illegal content was discernible at the time the link was created. A permanent control of the content of the linked pages is not reasonable without concrete evidence of an infringement. If we become aware of legal violations, we will remove such links immediately.

#### LIABILITY FOR CONTENT

The content of our website was created with the greatest care. However, we cannot guarantee that the content is correct, complete and up to date. As a service provider, we are responsible for our own content on this page in accordance with general laws. However, service providers are not obliged to monitor the third-party information they transmit or store, or to search for circumstances that indicate illegal activity. Obligations to remove or block the use of information according to general laws remain unaffected. However, liability in this regard is only possible from the time we become aware of a specific legal violation. If we become aware of any such violations, we will remove this content immediately.

#### GOOGLE ANALYTICS

This website uses Google Analytics, a web analytics service provided by Google Inc. ("Google"). Google Analytics uses so-called "cookies", text files that are stored on your computer and that enable an analysis of your use of the website . 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. If IP anonymization is activated on this website, your IP address will be shortened beforehand by Google within member states of the European

Union or in other contracting states of the Agreement on the European Economic Area. The full IP address is only transferred to a Google server in the USA and abbreviated there in exceptional cases. On behalf of the operator of this website, Google will use this information to evaluate your use of the website, to compile reports on website activity and to provide the website operator with other services related to website activity and internet usage. The IP address transmitted by your browser as part of Google Analytics will not be merged with other Google data.

You can prevent the storage of cookies by setting your browser software accordingly; however, we would like to point out that in this case you may not be able to use all functions of this website to their full extent. You can also prevent Google from collecting the data generated by the cookie and relating to your use of the website (including your IP address) and from processing this data by Google by downloading the browser plug-in available under the following link and install: [link](#)

### **GDPR relevant information for applicants:**

#### **Candidate at BREADHUNTER eU .:**

We need your first and last name to register in our candidate pool. In order to be able to clarify any queries more quickly, we ask you to also give us your telephone number and email address. Without your consent, your data will not be passed on. If you no longer wish to be in our candidate pool, please write to us an email to: [office@breadhunter.at](mailto:office@breadhunter.at)

#### **Contact form & chat at BREADHUNTER eU .:**

IF YOU COMPLETE OUR CONTACT FORM, BEING AS A CUSTOMER OR INTERESTED IN OUR SERVICES, WE WILL USE THE CUSTOMER RELATIONSHIP MANAGEMENT SYSTEM IN THIS CONTEXT.

When contacting us (e.g. via career network registration and / or job application form, e-mail, telephone or via social media ), the information provided by the user for processing the contact request and processing it in accordance with Art. 6 para. 1 lit . b) GDPR processed. The information provided by the users can be stored in a customer relationship management system ("CRM system") or a comparable request organization.

In this context, we use the customer relationship management system from Zoho & Freshworks .

IT'S THE [Privacy Policy of freshworks inc](#) . THAT COMPLIES WITH GDPR. \_  
FIND THE FRESHWORKS DATA PROCESSING ADDENDUM HERE: [www.freshworks.com/data-processing-addendum/](http://www.freshworks.com/data-processing-addendum/)

FURTHER INFORMATION CAN BE FOUND HERE: [www.freshworks.com/gdpr/](http://www.freshworks.com/gdpr/)

THE FRESHWORKS GLOBAL OFFICES ARE HERE: [www.freshworks.com/contact/](http://www.freshworks.com/contact/) , LOCATED IN BERLIN (GERMANY), SAN BRUNO (USA), LONDON (UK), BANGALORE (INDIA) AND SYDNEY (AUSTRALIA).

And the Privacy Policy by **Zoho Inc.**, which as hereinafter described expectant also met with respect to DSGVO / GDPR e n.

More information can be found here: <https://www.zoho.com/gdpr.html>

We may contact you if necessary using the information you provide and that data usage is the fulfillment of the contract in accordance with Art. 6 para. 1 lit . b EU privacy regulation and there is also our legitimate interest in the data processing according to Art. 6 para. 1 lit . f GDPR.

**BREADHUNTER's "Cookies":**

Breadhunter uses cookies for purely technical reasons. The decision whether to use this service is entirely up to you, a cookie does not contain any personal information about you. It is a plain text file to which we add a line of text. If you are the BREADHUNTER eU . If you visit our website again, we use a sequence of numbers in this text to establish a connection between your computer and the information that we have stored for you.

**E-mail contacts with BREADHUNTER eU .:**

Under no circumstances will we sell or share email addresses with third parties. At BREADHUNTER eU . we only keep email messages and / or addresses for certain purposes. For example, if we want to come back to you later to deal with a project.

**Send consent form / CV:**

I hereby declare my consent that BREADHUNTER eU . my information listed below and personal in a database on taking . I am aware that in addition to BREADHUNTER eU . other BREADHUNTER companies can also access my data. I have been informed that inclusion in the BREADHUNTER eU database . only for the purpose of contacting me in the event of any vacancies in which BREADHUNTER eU . I can only find and address you again in the event that I am considered as a candidate based on the data provided here. This data will only be passed on to third parties, in particular the client of BREADHUNTER eU ., Only if BREADHUNTER has informed me of the position to be filled beforehand and my express consent to the transfer of the data to the client has been obtained. When processing, using and transmitting the data stored about me, BREADHUNTER has to observe the regulations of the Federal Data Protection Act. I am aware that I can withdraw my consent at any time and that I have no legal right to use my data through BREADHUNTER. BREADHUNTER eU . reserves the right to delete parts or all of my data without giving reasons.

**Personal data - further processing:**

We collect, process and use your data only with your consent or assignment for the purposes agreed with you, or if there is another legal basis within the meaning of the GDPR; at least in compliance with the data protection and other applicable legal provisions. We only collect those pBDs that are necessary for the implementation and processing of our services (fulfillment of contract) and / or that you have made available to us voluntarily, for example in the context of your job advertisement or your application. Essentially, this is the following data:

Surname

Date of birth

place of birth  
address  
e-mail  
Phone number  
citizenship  
gender  
training  
qualification  
resume  
linguistic proficiency  
Testimonies  
credentials

SHORT PRESENTATION VIDEO (SAVED FOR A MAXIMUM OF 6 MONTHS FOR THE DURATION OF THE APPLICATION PROCESS TO A SPECIFIC POSITION)

Please note that it is not necessary to disclose the special categories of personal data within the meaning of Art 9 GDPR ("sensitive data"), such as social security numbers, religious beliefs, union membership and / or sexual orientation

**Warranty, compensation and liability:**

BREADHUNTER eU . guarantees preparation and publication of the information / job advertisement requested by the applicant in accordance with the usual, current technical standard. The applicant notes that it is not possible according to the state of the art to create a completely error-free program. There are no errors in the display of the desired information if this is caused by the use of unsuitable display software and hardware by the applicant and / or failures in the communication network. BREADHUNTER eU . is not liable for stored files, nor for trademark or copyright violations by the applicant. BREADHUNTER eU is also liable . also not for claims or disadvantages of the applicant that are related to the data sent in during the application. BREADHUNTER eU . is only liable for intent or gross negligence. Liability for personal injury is excluded. Maintenance work, updates or similar work are carried out by BREADHUNTER eU . and its partners, if possible, in such a way that downtimes do not occur or are kept as short as possible. In the event of interruptions, claims against BREADHUNTER eU . not be put.

We strive to ensure that data breaches are recognized early and, if necessary, immediately reported to you or the responsible supervisory authority, taking into account the respective data categories that are affected.

**Consent to receive mails, calls and other messages:**

The applicant agrees that BREADHUNTER eU . about all products and services for applicants by email and other means of communication, e.g. in social media or by phone. The applicant is entitled to this consent at any time and without justification by written information, by email to: [office@breadhunter.at](mailto:office@breadhunter.at)  
revoke free of charge and thus also his profile / data at BREADHUNTER eU . to be deleted.

### **1. Applicable law and language:**

For the entire business relationship between BREADHUNTER eU . and Austrian law applies to the consumer, with the exclusion of any reference standards of private international law. The language used for all information and general terms and conditions as well as for communication with the applicant is German.

You can ask the person responsible to confirm whether we process personal data relating to you. If such processing is available, you can request the following information from the person responsible:

- the purposes for which the personal data are processed;
- the categories of personal data that are processed;
- the recipients or the categories of recipients to whom the personal data concerning you have been or will be disclosed;
- the planned duration of the storage of your personal data or, if specific information is not possible, criteria for determining the storage duration;
- the existence of a right to correction or deletion of your personal data, a right to restriction of processing by the person responsible or a right to object to this processing;
- the right to lodge a complaint with a supervisory authority;
- all available information about the origin of the data if the personal data is not collected from the data subject;

You have the right to request information as to whether the personal data concerning you will be transferred to a third country or to an international organization. In this context, you can request the appropriate guarantees in accordance with Art. 46 GDPR to be informed in connection with the transmission.

### **2. Right to rectification**

You have the right to correction and / or completion to the person responsible if the processed personal data that concern you are incorrect or incomplete. The person responsible must make the correction immediately.

### **3. Right to restriction of processing**

You can request that the processing of your personal data be restricted under the following conditions:

- if the correctness of you dispute concerning personal for a duration that allows the controller to verify the accuracy of personal data;
- the processing is unlawful and you refuse to delete the personal data and instead request that the use of the personal data be restricted;
- the controller no longer needs the personal data for the purposes of processing, but you need them to assert, exercise or defend legal claims, or
- if you have objected to processing pursuant to Art. 21 Para. 1 GDPR and it is not yet certain whether the legitimate reasons of the person responsible outweigh your reasons. If the processing of your personal data has been restricted, this data - apart from its storage - may only be obtained with your consent or to assert, exercise or defend legal claims or to protect the rights of another natural or legal person or for reasons of important public interest the Union or a Member State. If the restriction of processing was restricted in accordance with

the above conditions, you will be informed by the person responsible before the restriction is lifted.

#### **4. Right to deletion**

##### **a) Obligation to delete**

You can request the data controller to delete your personal data immediately, and the data controller is obliged to delete this data immediately if one of the following reasons applies: The personal data relating to you are no longer necessary for the purposes for which they were collected or otherwise processed.

You revoke your consent on which the processing was based in accordance with Art. 6 para. 1 lit . a or type. 9, para. 2 lit . a GDPR was based, and there is no other legal basis for the processing.

According to Art. 21 para. 1 GDPR and there is no overriding legitimate reason for the processing, or you file an objection pursuant to Art. Art. 21 para. 2 GDPR to object to processing.

The personal data concerning you have been unlawfully processed.

The deletion of your personal data is necessary to fulfill a legal obligation under Union law or the law of the member states to which the controller is subject.

The personal data relating to you was collected in relation to information society services offered in accordance with Article 8 (1) GDPR.

##### **b) Information to third parties**

If the person responsible has made your personal data public and is acc. Article 17 (1) GDPR obliges them to delete them, taking into account the available technology and the implementation costs, appropriate measures, including technical ones, to inform those responsible for data processing who process the personal data that you as the data subject Person has requested that they delete all links to this personal data or copies or replications of this personal data.

##### **c) Exceptions**

The right to deletion does not exist if the processing is necessary to exercise the right to freedom of expression and information; to fulfill a legal obligation that requires processing in accordance with the law of the Union or the Member States to which the controller is subject, or to perform a task that is in the public interest or in the exercise of official authority vested in the controller; for reasons of public interest in the field of public health in accordance with Art. 9 para. 2 lit . h and i and Art. 9 Para. 3 GDPR; to assert, exercise or defend legal claims.

#### **5. Right to information**

If you have asserted the right to correction, deletion or restriction of processing against the person responsible, he is obliged to inform all recipients to whom the personal data concerning you have been disclosed of this correction or deletion of the data or restriction of processing, if it is because this proves to be impossible or involves a disproportionate effort. You have the right vis-à-vis the person responsible to be informed about these recipients.

## **6. Right to data portability**

You have the right to receive the personal data that you have provided to the person responsible in a structured, common and machine-readable format. You also have the right to transfer this data to another controller without hindrance from the controller to whom the personal data has been provided, provided that processing based on consent in accordance with Art. 6 para. 1 lit . a DSGVO or Art. 9, para. 2 lit . a GDPR or on a contract acc. Art. 6 para. 1 lit . b GDPR is based and processing is carried out using automated processes.

In exercising this right, you also have the right to have your personal data transmitted directly from one controller to another, insofar as this is technically feasible. The freedoms and rights of other people must not be affected by this. The right to data portability does not apply to the processing of personal data that is necessary for the performance of a task that is in the public interest or in the exercise of official authority that has been transferred to the person responsible.

## **7. Right to object**

You have the right at any time for reasons arising from their particular situation to the processing of personal data concerning the basis of Art. 6 para. 1 lit . e or f DSGVO takes place to object; this also applies to profiling based on these provisions . The controller will no longer process your personal data unless he can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the establishment, exercise or defense of legal claims. If the personal data concerning you are processed for direct marketing purposes, you have the right to object at any time to the processing of your personal data for the purpose of such advertising; this also applies to profiling insofar as it is connected to such direct advertising.

If you object to processing for direct marketing purposes, your personal data will no longer be processed for these purposes. Regardless of Directive 2002/58 / EC, you have the option of exercising your right to object in connection with the use of information society services using automated procedures that use technical specifications. You can send an email to our data protection officer.

## **8. Right to withdraw the data protection declaration of consent**

You have the right to withdraw your declaration of consent under data protection law at any time. Withdrawing consent does not affect the lawfulness of processing based on consent before its withdrawal.

## **9. Automated decision in individual cases including profiling**

You have the right not to be subject to a decision based solely on automated processing - including profiling - which has legal effect on you or similarly significantly affects you. This does not apply when making the decision

is necessary for the conclusion or performance of a contract between you and the person responsible,

is permissible on the basis of legal provisions of the Union or of the Member States to which the controller is subject and these legal provisions contain appropriate measures to safeguard your rights and freedoms as well as your legitimate interests or

with your express consent.

However, these decisions must not be personal to particular categories of data pursuant to Art. 9 para. 1 DSGVO based, not unless Art. 9 para. 2 lit. a or g GDPR applies and appropriate measures have been taken to protect your rights and freedoms and your legitimate interests. With regard to the cases mentioned in (1) and (3), the person responsible takes appropriate measures to protect the rights and freedoms as well as your legitimate interests, including at least the right to obtain the intervention of a person on the part of the person responsible, to state their own position and heard the appeal of the decision.

#### **10. Right to lodge a complaint with a supervisory authority**

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the member state of your residence, your place of work or the place of the alleged violation, if you believe that the processing of your personal data is against the GDPR violates.

The supervisory authority to which the complaint was lodged shall inform the complainant of the status and results of the complaint, including the possibility of a judicial remedy in accordance with Art. 78 GDPR.

#### **Additional Information:**

BREADHUNTER eU . makes no representations or warranties of any kind with regard to the completeness, correctness, timeliness, appropriateness, suitability or function of this website or the information contained therein; the information contained was not provided by BREADHUNTER eU . entirely überprüft. BREADHUNTER E.U . assumes no responsibility for the information contained on this website and declines any liability due to negligence or the like. in connection with this information. BREADHUNTER eU . is only liable for intent and gross negligence as well as for simple negligence in the event of a breach of essential contractual obligations . BREADHUNTER e.U. does not guarantee that an employer or customer asks for information about a candidate, inviting a candidate for an interview or suspends or that the candidates are available or the requirements of the employer or customer genügen. BREADHUNTER E.U . makes no representations or warranties with regard to the final terms and duration of employment that has been agreed with the help of this website. By using this website you take the risk that the information on this website may be incomplete, incorrect or outdated or yours Requirements do not meet this website was created in Austria. Any interpretation of their content, claims or disputes from this (of any kind and not limited to the content of the contract) are subject exclusively to the case law of Austrian courts in accordance with Austrian law. The place of jurisdiction is Vienna.

#### **Copyright ©:**

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### **Personal data of visitors to the career website**

We use your personal data for:

- Learn more about the behavior of visitors to our career website to improve our recruitment process and this website;
- Improve and monitor the performance of this website;
- and generation of anonymized data that we share with our partners.

The entire processing of personal data of visitors to the career website is based on our legitimate interest in making hiring easier.

We process the following personal data of visitors to the career website:

- Device and browser
- IP address
- Requests and responses sent to and from your device
- Source website (we use a cookie to track this)
- Behavior on our website

Indeed will also process your personal data on pages that display an Apply button with Indeed , even if you do not use this function. Indeed, can use cookies. The privacy policy of Indeed applies to the processing of personal data by Indeed :

<https://www.indeed.com/legal>

### **Personal data of applicants**

When you apply for a job, we process your personal data in order to simplify the entire application process based on our legitimate interests for the recruitment. After the procedure, we will delete your personal data as soon as possible, unless we have informed you that we need it for other purposes. The following personal data can be processed for the application process:

- All personal information that you provide through our application form, including but not limited to:
  - o Full name, email address, phone number, picture, cover letter, curriculum vitae, LinkedIn profile, indeed profile and what job you applied for.
- Status, notes and planning related to your application
- Email communication

According to the European Data Protection Act, we have to inform you that withholding personal data in your application can put you at a disadvantage compared to other applicants who apply for the same role.

Your personal data must be processed by LinkedIn and Indeed in order to enable the functions "Apply with LinkedIn" and " Apply with Indeed ". LinkedIn and Indeed may use cookies. You can find their privacy policy on the following websites:

<https://www.indeed.com/legal>

<https://www.linkedin.com/legal/privacy-policy>

### **Inquiries or questions**

If you have any questions about your personal data, please do not hesitate to contact us. You can also contact us if you want to exercise your rights under European data protection law. These rights include the rights to access, rectification, deletion, restriction of processing, data portability and object.

If you have any questions or suggestions about your personal data, you can contact our [\* data protection officer / other role]:

**BREADHUNTER e.U. - International Executive Search**

Thomas Zahlten

Wiedner Hauptstrasse 65

1040 Vienna

Austria

0043 677 630 833 68

Email: [office@breadhunter.at](mailto:office@breadhunter.at)

**complaints**

We recommend that you contact us first if you have any complaints about the processing of your personal data. However, you have the right to lodge a complaint with the supervisory authority .

Vienna, May 6th, 2020