



## **Applicant Privacy Notice in accordance with Article 13 GDPR**

As an applicant for an open position at Vertex Professional Services EMEA we would like to inform you about our practices regarding the collection, use, and other processing of certain individually identifiable information during the recruitment process as described in more detail below.

If we receive personal data from you as part of an application (by post, e-mail or online), we hereby inform you in accordance with Article 13 GDPR (EU Data Protection Regulation) about the way we use your personal data:

### **Data Controller:**

For the purposes of this document, Vertex Professional Services refers to Vertex Professional Services GmbH and other Vertex Company subsidiaries under which Vertex Professional Services operates in the United Kingdom, Europe, the Middle East and Africa, also referred to in this notification as "we".

Vertex Professional Services  
Eisenstrasse 3  
D-65428 Rüsselsheim

If you have any questions regarding data protection, you can contact us at any time confidentially at [privacy.emea@vtxco.com](mailto:privacy.emea@vtxco.com).

Candidates in Germany can also contact our Data Protection Officer by post under Vertex Professional Services GmbH, attn. Data Protection Officer, Eisenstrasse 3, D-65428 Rüsselsheim, Germany.

### **Type of the data:**

The processed categories of personal data include in particular your full name, your contact details (such as private address, telephone numbers, e-mail address) and all personal data resulting from your application documents (including health data, if any).

### **Purpose** of processing applicant data:

The processing of your personal data takes place in accordance with Article 88 GDPR for the purpose of selecting a candidate and establishing an employment relationship. We collect, store and if necessary, process the data internally to the extent necessary to proceed with the application sent to us.

The collection, storage and processing therefore takes place for the purpose of pre-contractual measures at the request of the person concerned. Failure to provide this information may result in the applicant not being recruited.

Furthermore, we may process your personal data to the extent necessary to defend ourselves against legal claims asserted against us during or after the application process. The legal basis is Article 6(1)(f) GDPR.

If we decide to enter into an employment relationship with you, we may process the personal data you have already provided to us during the application process for the purposes of establishing the employment relationship.

Insofar as sensitive data in accordance with Article 9(1) GDPR is processed, this serves exclusively to fulfill our statutory obligations within the framework of the application process.

**Legal basis** for processing personal data:

We process your personal data in accordance with the EU General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and sector-specific data protection standards that may apply to employment relationships (Code of Social law, Telecommunications and Telemedia Data Protection Act, Works Constitution Act, etc.).

The legal basis is Article 6(1)(b) GDPR (Initiation of the employment relationship) and Section 26 BDSG and Article 88 GDPR. We process information voluntarily provided by you within the scope necessary for the application process on the basis of Article 6(1)(a) GDPR (Consent), Section 26(2) BDSG and Article 88 GDPR

Failure to provide this information may result in the applicant not being recruited.

Further processing will only take place if you have consented within the meaning of Article 6(1)(a) GDPR, if there is a legal basis for the processing or if we are subject to corresponding legal obligations as a company.

From which **sources** does the data come?

We process personal data that we receive from you as part of your application.

In addition, to the extent necessary to complete the application process, we process personal data that we may receive from third parties (e.g. personnel service providers, courts of law, public authorities, public offices or insurance companies).

Please note that we reserve the right to carry out background checks on applicants during the selection process.

In addition, we may process job-related information made publicly available by you, such as a profile on professional social media networks. Should we use other sources, we will inform you of this when you first contact us.



We use the sources of information mentioned above strictly to the extent permitted by law.

**Recipients** or categories of recipients:

Your personal data will be processed strictly within the V2X Inc Group ("V2X") and only be disclosed stakeholders involved in the application process. These recipients may be located in countries that do not have an adequate level of data protection from an EU data protection perspective, such as the USA. The company will take all necessary measures to ensure that all data transfer to countries outside the EU or EEA are adequately protected in accordance with applicable data protection laws.

For transfers to countries without an adequate level of data protection, we protect the transfer with appropriate safeguards, such as standard data protection clauses adopted by the European Commission or a supervisory authority, an approved code of conduct linked to binding and enforceable obligations of the recipient, or approved certification mechanisms linked to binding and enforceable obligations of the recipient.

Vertex Professional Services reserves the right to transfer your candidate data in connection with the sale or acquisition of one or more of our companies or subsidiaries to another company, which in this case must provide equivalent safeguards for the use and disclosure of such data.

We will disclose your personal information only with your consent, unless (1) such disclosure is required by law without your consent; (2) the disclosure is made to protect the legal rights of Vertex Professional Services to the extent permitted by law; or (3) in an emergency where the health or safety of you or another person is at risk.

**For how long will my data be stored?**

If we do not process your contact data for operating purposes, we will store the data collected for the application until the end of the period of 6 months after completion of the application procedure. After expiration of this period, the data collected for the application will be deleted or blocked if deletion is not possible.

**What data protection rights do I have?**

Pursuant to applicable data protection law you may have the right to: (i) request access to your personal data; (ii) request rectification of your personal data; (iii) request erasure of your personal data; (iv) request restriction of processing of your personal data; (v) request data portability; (vi) object to the processing of your personal data. Please note that these aforementioned rights might be limited under the applicable national data protection law.

You also have the right to lodge a complaint with the competent data protection supervisory authority right



The contact details of the supervisory authorities can be found at the following link:

[https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)

The right to information and the right to delete may be subject to restrictions imposed by local data protection laws.

Consent given may be revoked at any time. Please note that the revocation will only take effect in the future. Processing that took place before the revocation is not affected by this.

Vertex does not make recruiting or hiring decisions based solely on automated decision-making within the meaning of the GDPR.

**Date:** October 19, 2022