***To be completed by the principal***

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| Order Object |

The contractor shall perform the following services for the principal:

Use of softgarden's applicant management system

The scope, type and purpose of the collection, processing and/or use of personal data by the contractor for the principal are described in the following contract:

<Enter description/date>

- Collection of personal data

- Processing/saving of personal data at the computer centers described hereafter

- Use of data for communication with applicants

- Presentation of data to the Principal, structured presentation of candidate data

- If applicable: further storage of candidate data following approval in the talent pool, otherwise deletion of the data 6 months after the completion of the application process if a candidate does not consent to further storage of his data in the talent pool

- Assessment of applicant data for reports

**Order Duration**

The duration of this order corresponds to the duration of the above-stated contract.

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| Principal's Persons With the Authority to Issue Directives |

The principal hereby authorizes the following persons to issue directives to the contractor: *Please state name and function*



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| Principal's Data Protection Officer |

The principal's data protection officer is: *Please state name and contact details!*



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| Representatives of Data Subjects |

The following groups are data subjects regarding the processing for the order:

* Prospective clients
* Recruiters
* Applicants when using the services on the websites

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| Type of Data/Data Categories |

The following data or data categories constitute the object of the collection, processing and/or use of personal data:

**NOTE: Please delete all data categories that are not applicable!**

* Contact data of the applicant (street, house number, ZIP code, city, country, state, telephone number, fax number, mobile number, email address)
* Personal data of the applicant (title, academic title, first name, last name, nationality, date of birth)
* Application letter
* Work experience of the applicant (company, industry, position, career level, type of employment, company size, website, type of company, from, until, description)
* Education / training of the applicant (from, until, (higher) educational institution, field, degree, main focus, language skills (language, level))
* Application picture of the applicant
* CV
* Driver's license class(es) of the applicant
* Willingness of the applicant to travel
* Other annexes and information in accordance with the existing service contract
* User data of Recruiters (username, role, processing records within the system)
* Business contact information of Recruiters
* IP addresses of applicants and recruiters

***To be completed by the Contractor***

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| Data Processing Locations |

The Contractor will process data at the following locations:

**Location of the Contractor's offices:**

softgarden e-recruiting GmbH

Tauentzienstrasse 14

10789 Berlin, Germany

**If applicable, Contractor's computer center locations:**

* myLoc managed IT AG Am Gatherhof 44 40472 Duesseldorf Germany
  + Service provider's computer center locations:
    - Am Gatherhof 44 40472 Duesseldorf Germany
    - In der Steele 40599 Duesseldorf Germany
* PlusServer GmbH Welserstrasse 14 51149 Cologne Germany
  + Service provider's computer center locations:
    - In der Steele 40599 Duesseldorf Germany
    - Welserstrasse 14 51149 Cologne Germany

Changes to the locations where the Principal's data is processed and/or used require the Principal's written permission.

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| Contractor's Persons Who May Receive Directives |

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

* Mr. Philipp Mager, Vice President Service

softgarden e-recruiting GmbH, Tauentzienstrasse 14, 10789 Berlin, Germany

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| Contractor's Data Protection Officer |

The Contractor's data protection officer is:

Marco Tessendorf, procado Consulting, IT- & Medienservice GmbH

Warschauer Strasse 58a

10243 Berlin, Germany

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| Subcontractor Agreements |

At the time of signing, sub-contractual relationships exist with the following subcontractors providing assisting services under the main agreement (e.g. computer centers):

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| --- | --- |
| Subcontractor's name and address | Order contents (brief description of performed services) |
| myLoc managed IT AG Am Gatherhof 44  40472 Duesseldorf Germany | Co-location and 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 |

Contractor informs the principal without delay of any change or new signing in regard to a subcontractor. Principal is allowed to raise an objection against any of these changes (Art. 28 Sec. 2 GDPR). Such objection may not be issued without significant reason (e.g. (planed) involvement of a principal´s competitor, former known data privacy violations). Such notice in regard to a change in subcontractors has to be issued within two weeks prior to the change of subcontractors to the principal´s instructor. If principal does not issue any objection within two weeks after notice, the principal´s permission is deemed as given.

**Subcontractors based in Germany/the EU/the EEA**

The Contractor confirms that he concluded separate data protection agreements with the stated subcontractors in accordance with Art. 28(3) of the General Data Processing Regulation and that they correspond to the Contractual data protection regulations between the Principal and the Contractor.

Please state the contract type (e.g., EU standard agreement):

* Agreement on commissioned data processing or order processing:
  + myLoc managed IT AG
  + PlusServer GmbH