

Information pursuant to Art. 13, 14 of the General Data Protection Regulation (GDPR) in the context of application procedures

Thank you for your interest in working for our company or being included in a talent pool (recruiting and networking tool). DZ BANK takes data protection very seriously. The protection and confidentiality of personal data is of utmost importance to us.

In the following, we will inform you about the type, scope and the purpose of the collection and processing of your personal data in connection with your application or your inclusion in a talent pool in accordance with the German Federal Data Protection Act (BDSG) and other applicable data protection regulations.

### **Who is responsible for data processing and who can I contact?**

The data controller within the meaning of Art. 4 (7) of the GDPR is

DZ BANK AG  
Deutsche Zentral-Genossenschaftsbank, Frankfurt am Main  
Platz der Republik  
60325 Frankfurt am Main  
Telephone: 069 7447-01  
Fax: 069 7447-16 85  
E-Mail address (general):  
[mail@dzbank.de](mailto:mail@dzbank.de)

You can also contact our company data protection officer at this postal address, or by sending an E-mail to [datenschutz@dzbank.de](mailto:datenschutz@dzbank.de).

### **From which sources do we obtain your data?**

We collect your personal data for the application procedure or for inclusion in a talent pool from various sources in order to determine your suitability for vacant positions.

- **Data that you supply to us:** We first process personal data that you provide to us as part of the application/admission process. This applies in particular to your application documents.
- **Data collected from third parties:** Insofar as necessary, we also process personal data that we have received from third parties (e.g. an employment agency) in a way that is permissible in terms of data protection law.
- **Data from publicly accessible sources:** We process personal data that we have lawfully obtained from publicly accessible sources (e.g. social or professional networks) to the extent that this is necessary to determine your suitability to fill vacant positions.

### **Which data or data categories will we process?**

Within the framework of the procedure, we will process your personal data to the extent necessary to determine your suitability to fill vacant positions. This data processing may involve, among others, the following data or data categories:

- **Personal details and contact information**, such as name, E-mail address and telephone number, home address, date of birth, national identification number, gender, marital status and nationality
- **Education, performance and employment related data**, such as details about school and university qualifications, professional experience and skills, and performance appraisals
- **Other application documents that you supply us with**, such as a cover letter, application photo, references, CVs and other information, e.g. relating to hobbies or voluntary work
- **Special categories of personal data**: If you provide information in your application documents that contains special categories of personal data (e.g. information about your health or health restrictions), we will also process this data insofar as legally permissible.

If you want to take part in a Bachelor's, apprenticeship or trainee programme, further data will be collected within the framework of an electronic questionnaire, e.g. with regard to your learning ability and a video recording.

### **What data is processed when visiting our career pages?**

We process personal data in accordance with the provisions of the GDPR and the BDSG. The data processed within the scope of this website is only collected and used to the extent necessary.

In order to ensure the proper operation of a website, personal data must be collected and stored for technical reasons when you visit the website, such as in particular

- the IP address used by your terminal device
- date and time of your visit to the website
- the web browser used
- the operating system used to provide and visualise the website
- as well as other aspects of the technical operation of the website.

The above data is stored in order to ensure the functionality and security of our website.

The legal basis for the temporary storage of this data is Art. 6 (1c) GDPR (legal obligation) in conjunction with § 25 (2) TDDDG.

Our websites are https-encrypted. Insofar as personal data is collected, it is transmitted to us in encrypted form.

## **Which cookies are placed when operating the career pages?**

For the operation of this website and in order to provide you with our services on a more individual basis, the website uses so-called cookies in some areas. Cookies are identifiers (small text files) that a web server can send to your computer to identify it for the duration of your visit. They are also used to control the internet connection during your visit at our website and for its technical analysis. Cookies are set according to your cookie settings partly only for the duration of your stay on the website, but partly also stored for a longer period by your browser.

It is generally possible to have cookies displayed in the browser (e.g. in Mozilla Firefox under "Tools --> Settings --> Privacy --> Show cookies"). You can also set your browser in such a way that it notifies you about the placement of cookies or that you object to the placement of cookies. Furthermore, most browsers allow you to delete individual or all previously set cookies.

Below we inform you about the cookies placed on this website. These are categorised as follows:

### **Functional**

Functional cookies are those used for the secure or stable operation of the website. Among other things, these are cookies that a load balancing server sets for the respective session. The website cannot function properly without these cookies.

The legal basis for the processing of the data is Art. 6 (1) lit. c GDPR in conjunction with § 25 (2) TDDDG (legal obligation).

### **Advertising**

Advertising cookies allow us to provide you with optimised and personalised content on our website. These cookies are only active if you have previously given us your consent, the legal basis for data processing is Art. 6 (1) lit. a GDPR (consent).

## **What data is processed when registering for the job newsletter and in order to be contacted about career opportunities?**

If you are interested in our job newsletter, you have the option of creating a candidate profile and registering for the newsletter. Registration for the newsletter is only possible for candidates with a candidate profile. For the creation of the candidate profile, your e-mail address, first name, last name and country/region of residence will be processed.

When you register for the newsletter, we save your e-mail address as well as the date and time of registration.

When sending the newsletter, we also save your E-Mail address as well as the date and time of sending.

You can unsubscribe from the newsletter at any time via the unsubscribe link contained in the emails. By unsubscribing, you withdraw your consent and thus no further use will be made of your E-Mail address.

In addition, you have the option of being contacted directly by our recruiters about suitable career opportunities, e.g. by E-Mail, telephone, LinkedIn, Xing, etc., by providing the above data. For this purpose, you can give us your consent via opt-in in the registration mask or in your candidate profile under "Information on data protection".

The legal basis for the processing of the data is Art. 6 (1a) GDPR (consent)."

### **For what purposes do we process your data and on what legal grounds?**

We will only process your data as part of the application/admission process to the extent permitted by an applicable legal provision, i.e. based on the provisions of the GDPR, the BDSG and other applicable legal provisions, such as the Works Constitution Act (BetrVG). In so doing, we will base the processing of your personal data upon the following legal bases, among other things:

- **To make a decision on the establishment of the employment relationship:** We process your data primarily to establish or initiate an employment relationship on the basis of Art. 6 (1b) in conjunction with Art. 88 (1) of the GDPR and Art. 26 (1) of the BDSG.
- **To meet legal obligations:** We process your data to fulfil legal obligations. In this context, we therefore process data, among other things, for fraud prevention, for the fulfilment of obligations under social insurance and tax law with regard to controlling, reporting and documentation duties.
- **On the basis of your consent:** If you voluntarily provide us with special categories of personal data, we will only process them with your consent. The legal basis for this is Art. 9 (2a) in conjunction with Art. 88 (1) of the GDPR and Art. 26 (2) of the BDSG.
- **To protect legitimate interests:** In individual cases, we process your data to protect the legitimate interests of DZ BANK or third parties. A legitimate interest exists, for example, if your data is required for the enforcement, execution or defence of legal claims within the scope of the application procedure (e.g. claims under the General Act on Equal Treatment). In these cases, data processing is carried out on the basis of Art. 6 (1f) of the GDPR.

### **To whom will my data be transferred?**

Within DZ BANK, your data will only be sent to those departments that are responsible for preparing and carrying out the application process or, in the case of a talent pool, to those departments that are responsible for managing the pool and the talent. This includes employees in the HR division and the specialist divisions in which vacancies are to be filled. Insofar as this is required by law, we will also make your application documents available to employees' councils and other bodies representing the interests of our company's employees within the scope of fulfilling their statutory duties (Art. 6 (1c) of the GDPR in conjunction with Art. 99 (1) of the Works Constitution Act).

Furthermore, in individual cases we will use service providers who may process data on our behalf and in accordance with our instructions for the aforementioned purposes.

Whenever we transfer your personal data to external recipients who process the data on our behalf, we will contractually ensure that your data is transferred, protected and processed in accordance with all applicable data protection legislation.

### **How long will we store your data?**

We will store your personal data in accordance with the legal requirements, in particular Art. 17 of the GDPR.

- **Storage during the application process:** To the extent necessary, we will store your data for the duration of the application process.
- **If an employment relationship is established:** If we establish an employment relationship with you following the application process, we will transfer your data to your personnel file and delete it after taking into account the statutory retention periods.
- **If your application is rejected:** If we do not establish an employment relationship with you, the application process ends with the receipt of notification of rejection. In this case, we will delete your data no later than 9 months after receipt of the rejection. This does not apply if the processing and storage of your personal data is necessary in a specific case to enforce, exercise or defend legal claims (duration of a legal dispute).
- **Maintaining your candidate profile:** Your candidate profile will be deleted after 9 months of inactivity. However, if you log in to your candidate profile repeatedly before these 9 months have expired and thus express your interest, this deletion period of 9 months starts anew each time you log in.
- **Storage due to legitimate interests:** Under certain circumstances, in the case of internal applications, we will also retain your data for the duration of the statutory limitation period pursuant to Sections 195 et seq. of the German Civil Code.

### **Is data transferred to a third country or to an international organisation?**

Data is not transferred to third countries.

### **What rights do I have as a data subject?**

You can assert a number of data subject rights against us under the GDPR. To exercise these rights, you can contact us using the contact details provided on page 1. Your rights under the GDPR include in particular:

- **Right to information:** You are entitled to request information about the data we have stored about you (Art. 15 of the GDPR). This information concerns in particular the data categories that we process, the reasons for the processing,

the origin of the data if we have not collected it directly from you and, if applicable, the recipients to whom we have transferred your data. You may obtain a free copy of your data that is the subject of the agreement from us. Should you be interested in obtaining further copies, we reserve the right to charge you for those additional copies.

- **Right to rectification and erasure:** You may request that we rectify inaccurate data and that we complete incomplete personal data about you (Article 16 of the GDPR). In addition, you can also request the erasure of your data under the provisions of Art. 17 of the GDPR. This may be the case, for example, if
  - the data is no longer necessary for the purposes for which we collected it or otherwise processed it;
  - you revoke your consent which forms the basis of the data processing and we do not have any other legal basis for the processing;
  - you object to the processing of your data and there are no compelling legitimate grounds for the processing;
  - we have processed the data unlawfully; provided that the processing is not necessary;
  - to ensure compliance with a legal obligation requiring us to process your data, in particular with regard to legal retention periods;
  - to assert, exercise or defend legal claims.
- **Right to restrict processing:** Furthermore, you may have a right to restrict the processing of your data, i.e. to flag the stored personal data with the aim of restricting its future processing. For this to happen, one of the conditions set out in Art. 18 of the GDPR must be met, i.e.
  - you dispute the accuracy of the data for the period of time we need to verify the accuracy of the data;
  - the processing is unlawful and you refuse the erasure of your data but instead request the restriction of its use;
  - we no longer need your data but you need it to assert, exercise or defend legal claims;
  - you have objected to the processing until it is determined whether our legitimate interests in the processing outweigh yours.
- **Right to data portability:** Ultimately, you may also have the right to have your personal data returned to you in a structured, common and machine-readable format. You can transfer this data to another data controller without any impediment (Art. 20 of the GDPR).
- **Right to object:** You may object to the processing of your data at any time on grounds relating to your particular situation, provided that the data processing is based on our legitimate interests or those of a third party. In this case, we will no longer process your data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the purpose of enforcing, exercising or defending legal claims (Art. 21 of the GDPR). Your right to revoke any consent given to processing is possible at any time, irrespective of this right to object.
- **Right of withdrawal:** If we process data based on your consent (cf. Art. 6 (1a) and Art. 9 (2) of the GDPR), you have the right to revoke your consent at any time with effect for the future. This also applies if special categories of personal data are involved. The lawfulness of the processing of your data up to the time of withdrawal remains unaffected.

- **Right to lodge a complaint with a supervisory data protection authority:**  
You have the right to lodge a complaint about our processing of your personal data with the relevant supervisory data protection authority if you are of the opinion that it violates applicable data protection law.

### **Am I obliged to provide data?**

In order to be able to decide if we want to establish an employment relationship with you or to be able to support you in a talent pool, we need the aforementioned personal data. Without this data, we cannot carry out the application procedure or the admission to a talent pool. However, there is no legal obligation to provide this data as part of the application/admission process.

### **To what extent is there a purely automated decision-making process in individual cases?**

We do not use any purely automated processing processes for decision-making as part of the application process.

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