

This Applicant Privacy Policy, hereby referred to as the “Policy,” describes the privacy practices that apply to Camunda Services GmbH and its subsidiaries’, hereby referred to as “Camunda,” “we,” “us” and “our”; collection, use and disclosure of information relating to how an identified or identifiable applicant, hereby referred to as the “Applicant” engage with Camunda for employment or internship opportunities, via any method, as well as how Camunda uses and shares that information.

## Contact Camunda

Camunda Services GmbH is Controller within the meaning of the GDPR and of other data protection laws or provisions applicable in the Member States of the European Union.

If you have any questions or concerns regarding this Policy please contact Camunda via our [webform](#) or by postal mail to:

**Camunda Services GmbH**

Zossener Strasse 55-58

10961 Berlin

Germany

Or phone: +49 30 664 04 09 – 00

Camunda has appointed an external Data Protection Officer for German data subjects.

The Data Protection Officer for Camunda is:

**Julian Höppner**

JBB Data Consult GmbH

Friedrichstraße 95

10117 Berlin

Germany

For questions about how information is gathered, stored, shared, used, or to exercise any data subject rights, please contact our Data Protection Officer as follows:

Tel.: +49.30.20962282

E-mail: [hoeppner@jbbdataconsult.de](mailto:hoeppner@jbbdataconsult.de)

Web pages: [www.jbbdataconsult.de](http://www.jbbdataconsult.de)

## Personal Data Camunda Collects

In order to process applications, Camunda asks the Applicant to provide Personal Data. This information is provided voluntarily, and the Applicant determines the amount and type of information provided; however, some information may be necessary to complete an evaluation of the application and for the Applicant to be considered as a candidate.

The Applicant usually provides Camunda with personal data, including educational and employment background, contact information, work permit or visa information, and other career opportunities for which the Applicant would like to submit to. This personal data may come in the form of a CV, resume, cover letter, educational transcripts, and employment references.

Camunda does not require any information from the Applicant that the German General Equal Treatment Act (AGG) prohibits or information that would qualify as sensitive personal data under GDPR, including information relating to race, ethnicity, gender, religion

or world-views, disability, age or sexual orientation. Information about illnesses, pregnancy, political views, philosophical or religious convictions, membership of a trade union, physical or mental health or sexual preferences are similarly not to be transferred.

## How Camunda Uses Personal Data

Camunda uses Applicant Personal Data (as set out above) in the application and recruitment process for purposes including:

- Assessing qualifications, skills, and interests against current Camunda career opportunities;
- Verifying the information the Applicant provides and completing reference checks;
- Facilitating the recruitment and interview process;
- Preparing an offer letter, if applicable;
- Complying with applicable laws, regulations, legal processes or enforceable governmental requests, including protecting the rights and property of Camunda, Camunda users, applicants, candidates, employees or the public;
- Producing reports related to recruitment metrics;
- Managing and improving Camunda's recruitment processes;

Application data of promising candidates may be kept, for those who opted into the Camunda TalentPool, in order to notify the Applicant of a suitable position.

Information collected during the application and recruitment process will become part of the Applicant's employment record, if offered and accepted employment with Camunda.

## How Camunda Shares Personal Data

Camunda limits access to the Applicant's Personal Data to only those who need access to perform recruitment tasks and duties, and to third parties who have a legitimate purpose for accessing it such as in the following circumstances:

- service providers: Applicant Personal Data may be shared with service providers, agents or other third parties, e.g., recruiters, consultants, and attorneys, when the Applicant applies via Camunda's online applicant platform, and the data is transferred directly to Camunda's third party provider, Greenhouse. Camunda requires third parties to protect the information they receive and prohibits them from using the information for their own purposes.
- Compliance with laws, regulatory bodies, or government agencies: Camunda may disclose Applicant information when disclosure is necessary or required by law or regulation, to comply with legal process or government requests, or to exercise, establish or defend our legal rights.
- With Applicant consent: Camunda may disclose Personal Data for any purpose with the Applicant's consent.

## Legal Basis for Processing Applicant Personal Data

Camunda's legal bases for processing Applicant Personal Data include:

The purpose of the data processing is to support the decision on whether an applicant is suitable for a post at Camunda and whether a contract of employment can be entered into with them.

- The legal base to keep data in the talent pool is Art. 6 I a GDPR.

- The legal basis for processing the data after the user has submitted the application is Art. 88 GDPR in conjunction with section 26 of the Federal Data Protection Act (BDSG).
- Consistent with specific Applicant consents (e.g. for Camunda's TalentPool), which the Applicant may revoke at any time in accord with Art. 6 I a GDPR.
- As necessary to comply with Camunda's legal obligations in accord with Art. 6 I c GDPR.
- To protect the Applicant's interests or the interests of others in accord with Art. 6 I d GDPR.
- The forwarding of application data to Greenhouse is similarly justified pursuant to Art. 28 GDPR and Art. 6 I f GDPR. As necessary for Camunda's legitimate interests in considering candidates for current and future employment opportunities in accord with Art. 6 I f GDPR.
- For transferring and storing personal data in the US, Camunda will collect a user's consent in accord with Art. 49 I a GDPR.

## Retention of Applicant's Personal Data

Camunda retains Applicant Personal Data for as long as required to comply with legal obligations, resolve disputes, and to enforce our contractual agreements or as necessary for our legitimate interests.

If the Applicant is successful in their application for a position at Camunda, we retain the information that is provided during the application process, and information about the application process, as part of the Applicant's employee records.

If the Applicant is not extended an offer of employment, the total storage period of Personal Data will not exceed one year, unless the Applicant requests to be in Camunda's TalentPool to be considered for other roles. Applicant data is stored in Camunda's TalentPool for a period of up to two years.

The Applicant can withdraw the application, the consent to store their personal data or ask to update their data at any time by contacting Camunda via our [webform](#). Further information on data collection, evaluation and processing of the Applicant's data by Greenhouse and on their rights in relation to this can be obtained from Greenhouse's privacy statement, which is available at <https://www.greenhouse.io/privacy-policy>.

## International Data Transfers

A user's personal data may be accessed, stored, transferred to and processed in countries other than the country in which the person resides. As an internationally operating company, Camunda may have to access, transfer or process Applicant's Personal Data data in countries outside the European Economic Area ("EEA"), including the USA. These countries may have data protection laws that differ from the laws of the country where the person resides. We have taken adequate security precautions to ensure that such personal data remains protected in accordance with this Policy and we have established adequate mechanisms to protect personal data in agreements with Camunda's service providers such as use the standard contractual clauses of the EU Commission in accordance with Art. 46 II c GDPR.

We work with the application platform provider Greenhouse. When a user applies for a job at Camunda and uploads application data to the platform, Greenhouse stores the users' application data in the US on our behalf. We inform about this and ask for a user's consent for this in accord with Art. 49 I a GDPR. Please also see Greenhouse's [privacy policy](#) and Greenhouse's statement on [IT Security](#) for more information about Greenhouse and its data protection standards.

## Applicant Privacy Rights

The Applicant may have a legal right under applicable law such as the European Union's ("EU") General Data Protection Regulation (GDPR), or the California Consumer Privacy Act of 2018, to access the Personal Data Camunda maintains. Applicants have the right to review, correct, or update Personal Data, or withdraw consent for Camunda to collect any information. Please contact Camunda via our [webform](#) to submit a request.

## California Privacy Rights

Please see [California Specific Privacy Policy](#) for information about Privacy Rights of California residents, and other required disclosures.

## Applicant Responsibilities

The Applicant is responsible for the information made available to Camunda, and must ensure it is truthful and accurate. In the case information provided concerns another person, such as individuals provided as references, the effected individual must receive notice and give consent in order for Camunda to collect and use that information.

## Security

Camunda is committed to protecting the security of Applicant's Personal Data, by using appropriate technical and organizational measures to protect Personal Data from unauthorized access, use, or disclosure, but cannot eliminate security risks and breaches associated with Personal Data. Please contact us with security questions using the [instructions in our Trust Center](#).

## Changes to this Policy

Camunda reviews and updates this Policy periodically in response to changing legal, technical, and business developments. Material changes made to this Policy may require Camunda to inform the Applicant in a manner that is consistent with the significance of the changes made.

## Change Log

October 2022: This privacy policy has been updated to introduce a new webform to facilitate contacting Camunda around privacy related issues.