

## PRIVACY

MBO Postpress Solutions GmbH takes the protection of your personal data very seriously. For this reason, we have taken steps to ensure that we observe privacy best practices and data protection regulations. By visiting or using the website of MBO Postpress Solutions GmbH, you agree to our terms of use.

Please note that when you use external links and links, you are leaving the MBO Postpress Solutions GmbH website; this privacy policy does not apply to external links.

As part of ongoing development of our online offerings and the technologies used, changes to this privacy policy may become necessary. We therefore recommend that you re-read the privacy policy from time to time.

The information below provides an overview of how MBO Postpress Solutions GmbH guarantees the protection of your data and what kind of data is collected for which purpose.

### Personal data

In some areas of the online offering of MBO Postpress Solutions GmbH you are requested to provide personal information. It is entirely your decision whether or not you fill out these forms. You will also be explicitly prompted to consent to data storage and sharing in these areas. We store and use the transmitted personal data exclusively for the purpose for which you submitted your information. No transfer or sale to third parties will take place.

If data is passed on to third parties, this will only take place if you have expressly given your consent or if this is necessary for the purpose of fulfilling the contract concluded with you (for example, data submitted to suppliers). The data protection regulations are observed during this process, both in terms of technology and administration. The consent given to this can be revoked at any time with effect for the future. Automatically stored log data is deleted after 13 months.

### Personal data in the application process

MBO Postpress Solutions GmbH processes the personal data that we receive from you as part of the application process. In addition, MBO Postpress Solutions GmbH uses personal data that we receive with permission from companies within our group or from third parties, e.g. the Employment Agency or the Job Centres. Specifically, the following categories of personal data are processed:

- master data (e.g. last name, first name, address),
- contact data (e.g. telephone number),
- the documents you have submitted (e.g. curriculum vitae, certificates, information on education and professional qualifications). This may also include special categories of personal data in accordance with Art. 9 para. 1 GDPR (e.g. health data), insofar as you communicate this data to us.

The data processing is carried out for the purpose

- of implementing the application procedure and the decision to establish an employment relationship (Art. 88 GDPR in conjunction with § 26 of the *Bundesdatenschutzgesetz (BDSG)*; German Federal Data Protection Act),
- of the fulfilment of legal obligations (Art. 6 para. 1 c GDPR),

- of the fulfilment of statutory / collective contractual rights or obligations in the field of employment law, social security and social protection (Art. 9 para. 2 b GDPR, Art. 88 GDPR in conjunction with § 26 para. 3 BDSG),
- of assessment of your ability to work (Art. 9 para. 2 h GDPR, Art. 88 GDPR in conjunction with § 22 para. 1 b BDSG).
- for asserting legal claims and defending legal claims against us arising from the application procedure (Art. 6 para. 1 f GDPR).

Insofar as MBO Postpress Solutions GmbH wishes to store your personal data in order to consider you for future positions as appropriate, we request your consent pursuant to Art. 6 para. 1 a GDPR.

In the application process, the offices and persons who are entrusted with preparing and conducting the application process will have access to your personal data. This also applies to service providers and vicarious agents used by us.

No forwarding of your personal data to any third country will take place.

MBO Postpress Solutions GmbH processes and stores your personal data where required to fulfil the purposes given above. Insofar as no employment relationship between you and us is established, MBO Postpress Solutions GmbH shall delete your personal data six months after notification of the rejection decision. If MBO Postpress Solutions GmbH has obtained your consent for extended retention of your application in relation to potentially suitable vacancies arising in the future, MBO Postpress Solutions GmbH will store your personal data until you withdraw your consent.

Following a successful application, your personal data will be transferred to the personnel records. MBO Postpress Solutions GmbH shall delete your personal data in this case if the employment relationship with you is terminated and all mutual claims are fulfilled, unless the further processing of your personal data is necessary to fulfil storage obligations under the German Commercial Code (*Handelsgesetzbuch; HGB*) and the Fiscal Code of Germany (*Abgabenordnung; AO*). The storage and documentation periods specified therein are two to ten years. Alternatively, further processing may also serve to preserve evidence within the framework of the statute of limitations provisions. According to §§ 195ff of the German Civil Code (*Bürgerlichen Gesetzbuches; BGB*), these limitation periods can be up to 30 years, whereby the regular limitation period is three years.

#### **Data processing and storage of IP addresses**

Every visit to a website requires mandatory data collection and exchange. MBO Postpress Solutions GmbH automatically collects and stores data that your browser transmits to our server. This data covers:

- The type and version of your internet browser
- The operating system used
- Page retrieved
- File retrieved
- Site previously visited (referrer URL)
- Date and time of the server query

MBO Postpress Solutions GmbH evaluates data solely for statistical purposes in order to measure demand for its online offering.

MBO Postpress Solutions GmbH is not able to assign this data to a specific person. No merging of this data with other data sources will be carried out. The IP addresses are recorded for the duration of the visit to respond to server queries and are not stored beyond the end of the visit. Data that has been logged when accessing the online offering is only transmitted to third parties, as far as we are required by law or by court order or where disclosure is legally required in the case of attacks on the internet infrastructure of MBO Postpress Solutions GmbH for legal or law enforcement purposes. No data transfer is carried out for any other circumstances.

### **Cookies**

MBO Postpress Solutions GmbH uses what are known as session cookies. Session cookies are small text files that are stored in your computer's main memory. A session cookie stores a randomly generated unique identification number, known as a session ID. In addition, a cookie contains information about its origin and the retention period. Cookies do not contain any personal information, such as your email address.

Cookies can be used with all internet browsers. Most browsers are set to accept all cookies without first prompting the user. If you want to use the full functionality of the website of MBO Postpress Solutions GmbH, you should set your browser to accept session cookies.

In any internet browser you can view the settings to check if cookies are set and what they contain. Detailed information is available from the Virtual Data Protection Agency of the Federal and Regional Data Protection Officers in Germany: <https://www.datenschutz.de/>.

You can disable the use of cookies at any time in your browser settings. If you reject all cookies, it may not be possible to use certain features, such as the login feature.

### **Web analytics cookies of Matomo**

For marketing purposes and to optimise this website, MBO Postpress Solutions GmbH uses the Matomo service ([www.matomo.com](http://www.matomo.com)). This is what is referred to as a web analytics service. Matomo uses what are known as cookies. Cookies are text files that are stored on your computer and that allow us to analyse the use of our website. For this purpose, the usage information generated by the cookie (including your abbreviated IP address) is transmitted to our server and stored for the purposes of usage analytics. Your IP address will be immediately anonymised during this process so that you remain anonymous to us as a user. The information generated by the cookie about your use of our website will not be disclosed to third parties. You can prevent the use of cookies by making the appropriate settings in your browser software. However, this may mean that you will not be able to make full use of all functions of the MBO Postpress Solutions GmbH website.

If you do not agree to the storage and evaluation of this data from your visit, you can object to the storage and use at any time. In this case, what is known as an opt-out cookie is stored in your browser, and this will mean that Matomo does not collect any session data. If you delete your cookies, this will result in the opt-out cookie being deleted as well and you may need to re-activate the cookie again later on.

You can decide whether or not a unique web analytics cookie is permitted to be stored in your browser in order to allow the operator of the website to collect and analyse various statistical data. If do not want to give consent for this cookie to be stored, please proceed as follows. Visit the privacy policy on our website: [https://www.mbo-folder.com/privacy/\\_privacy.html](https://www.mbo-folder.com/privacy/_privacy.html). Go to the section "Web analytics cookies of Matomo" and disable the Matomo link. Removing the checkmark will store a deactivation cookie in your browser. Your browser will then no longer store a web analytics cookie permitting the collection and analysis of statistical information.

### **Web analytics cookies of Leady**

For marketing purposes and to optimise this website, MBO Postpress Solutions GmbH uses the Leady service (<https://leady.com/>). This is what is referred to as a web analytics service. Leady uses what are known as cookies. Cookies are text files that are stored on your computer and that allow us to analyse the use of our website. For this purpose, the usage information generated by the cookie (including your abbreviated IP address) is transmitted to our server and stored for the purposes of usage analytics. Your IP address will be immediately anonymised during this process so that you remain anonymous to us as a user. The information generated by the cookie about your use of our website will not be disclosed to third parties. You can prevent the use of cookies by making the appropriate settings in your browser software. However, this may mean that you will not be able to make full use of all functions of the MBO Postpress Solutions GmbH website.

If you do not agree to the storage and evaluation of this data from your visit, you can object to the storage and use at any time. In this case, what is known as an opt-out cookie is stored in your browser, and this will mean that Leady does not collect any session data. If you delete your cookies, this will result in the opt-out cookie being deleted as well and you may need to re-activate the cookie again later on.

### **Emails**

If you send us an email, this email and your email address will be used exclusively for correspondence with you. In the case of applications and polls, the personal data provided will be stored only for processing the application.

### **Videos**

The website of MBO Postpress Solutions GmbH uses the services of the external provider YouTube to display videos: <https://www.youtube.com/>. The integration of videos on the site requires accesses to the YouTube server for technical reasons. For the corresponding data use of your browser, please refer to the privacy policy of YouTube: <https://www.google.de/intl/de/policies/privacy/>.

### **Right to information**

You have the right to information at any time on the data stored about you, its origin and recipient as well as the purpose of the storage. In addition, you have the right to have the stored personal data from you corrected or deleted. Deletion may be prevented, however, if there is a legal requirement for us to store the data. Information on your stored data can be obtained from MBO Postpress Solutions GmbH at: [info@mbo-pps.com](mailto:info@mbo-pps.com).

**Contact**

For further information, the team at MBO Postpress Solutions GmbH is available on: [info@mbo-pps.com](mailto:info@mbo-pps.com) as well as our external Data Protection Officer Ulrich Kämmerling on: [ulrich.kaemmerling@intellidat.de](mailto:ulrich.kaemmerling@intellidat.de).

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