



DATA SECURITY POLICY

The DIMOCO group of companies takes data protection very seriously and as such, we will process the information (including personal data) that You as a job applicant provide Us with utmost care and confidentiality in accordance with this Data Security Policy for the DIMOCO Careers Portal (the “**Policy**”) as well as applicable laws. This Policy provides You with the information about essential aspects of data processing at DIMOCO.

1. General Information

The DIMOCO Careers Portal is a platform that is designed to centralize and manage job applications made by applicants for positions within DIMOCO, and is operated by DIMOCO Payments GmbH, a company incorporated under 199901 y of the company register of the Regional Court of Wiener Neustadt, Austria, having its registered offices at Campus 21, Europaring F15/302, A-2345 Brunn am Gebirge, Austria. As such, DIMOCO Payments GmbH is to be seen as being the controller of the data.

For the purposes of this Policy:

- ❖ any reference to “**You**” or “**Your**” shall mean the job applicant.
- ❖ any reference to “**DIMOCO**”, “**We**”, “**Us**” or “**Our**” shall mean the entities of the DIMOCO group of companies, in particular, but not limited to:
 - DIMOCO Payments GmbH
 - DIMOCO Messaging GmbH
 - DIMOCO Research Center GmbH

2. What Data Will Be Processed?

During the application process, we will store and process the relevant information (including personal data) provided by you in your application to DIMOCO, including particularly, but not necessarily limited to, Your gender, academic title, first name, surname, date of birth, address, citizenship, phone number, e-mail address and possession of a valid work permit in Austria. We do not at any stage of the application process request that You provide Us with any sensitive personal data (e.g. information on racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, as well as data concerning a natural person's sex life or sexual orientation). Should you, however, proactively disclose any sensitive personal data to us in your application (e.g. in Your curriculum vitae), **please be advised that We will consider this as You giving Us Your express consent** to store and process such data in accordance with this Policy and applicable laws.

3. What is the Purpose of the Data Processing?

We process the data made available by You for the sole purpose of carrying out the application process, and in particular to assess Your application and contact You in connection with Your job application, and if applicable, future job openings at DIMOCO (the "Purpose").

4. How the Data Will Be Processed?

The data You provide Us will be kept confidential and will be processed with due care, appropriately and in a way adequate and relevant to the Purpose expressly stated in this Policy. The data will be processed in compliance with applicable laws, in particular the General Data Protection Regulation (GDPR) of the EU as well as with the relevant provisions of the Austrian national law. The confidentiality and security of Your data is secured by appropriate technological and organizational means.

Each time You access the website of the DIMOCO group of companies (and by extension the DIMOCO Careers Portal), a so-called log file that records Your activity on the DIMOCO website will be created. This log file can collect information on the name of the webpage(s) You accessed, the date and time of Your request, the type and version of Your browser, your operating system, the URL-address that directed You to the DIMOCO website and Your IP address. We use these files in order to protect the DIMOCO website against unlawful and criminal attacks. Furthermore, may We use these files to gather statistical data in order to optimize functionality of the DIMOCO website. The information gathered by the log-files is not at any point used in a way that could allow an identification of specific users.

The website of the DIMOCO group of companies (and by extension the DIMOCO Careers Portal) also uses small text files (cookies) that enable the storage of device-specific information on the system on Your PC, laptop, tablet, mobile phone, etc. Cookies do not cause any damage to Your device and do not contain or store any personal data (e.g. name, e-mail, phone number, etc.). Some cookies are saved on Your device and stay there until manually deleted. The cookies are used in order to recognize Your browser next time You visit the DIMOCO website as well as to optimize its functionality.

Please note that You can change the preference of Your browser at any time, such that You are informed in case that cookies are being used and have the possibility to allow the use thereof on a case-to-case basis. Please be advised that the deactivation of cookies could limit the functionality of the DIMOCO website.

5. Who Has Access to Your Data

No personal data You provide Us will be made available or transmitted to any third party without Your express permission. Access to the data provided by You will only be granted to authorized personnel of DIMOCO, particularly the HR department of DIMOCO Payments GmbH and the relevant DIMOCO managers responsible for the particular job vacancy You have applied and/or are being considered for.

6. Your Permission and Rights

The processing of Your data for the Purpose is based on Your voluntary permission given expressly in the application process. We are not permitted to and shall not process any of Your personal data without Your consent.

Even though the provision of certain information in the application process is stated as being “mandatory”, please note that You are by no means under any legal obligation to disclose such information to Us. Please be advised, however, that the non-provision of the information stated as being “mandatory” could have the result that We will not be able to consider or process Your application.

We are required to keep Your personal data for a period of 6 (six) months following the end of the application process. All of Your personal data will be erased automatically thereafter, unless You gave Us the right to store and process Your personal data for a period of up to 1 (one) year so that You can be considered for future job opportunities at DIMOCO. In this latter case, all Your personal data will be automatically erased after the lapse of the 1 (one) year period.

You should know that You have the following rights with respect to the information (including personal data) that You provide Us:

- ❖ You have the right to limit or withdraw the consent You gave Us to process Your data and/or request the deletion thereof. If You should choose to limit the consent You originally gave Us, then We will act in accordance with Your instructions. If, however, you should choose to withdraw Your consent entirely, We will cease to process Your data immediately and will delete Your data accordingly. Please be advised that the limitation/withdrawal of Your consent or the request for the deletion thereof may automatically suspend any application process that has already started.
- ❖ You have the right to request Us to inform You about the personal data We have stored about You.
- ❖ You have the right to request Us to amend any incorrect data that We have stored about You.

- ❖ You have the right to data portability, which means that upon request, we will transfer your data to a third party that you nominate.
- ❖ You have the right to lodge a complaint to the Austrian Data Protection Authority (Datenschutzbehörde) in the event that You are of the opinion that a breach of data security has occurred.

You can exercise the aforementioned rights at any time.

If You have any questions about our data security or your application, please do not hesitate to contact Us:

DIMOCO Human Resources Department

E-mail: careers@dimoco.eu

Telephone: +43 1 33 66 888 - 0