

## **Online Applicant Management**

### **Online applications – Consent and information**

Thank you for your interest in our online job postings. VNG – Verbundnetz Gas AG (VNG) – is committed to protecting your personal data. In accordance with prevailing data protection legislation, in particular the German Data Protection Act (*Bundesdatenschutzgesetz* or BDSG), we would like to inform you about how we collect, process and use your data in our online application process.

Please read the following information and instructions carefully before transferring any of your personal data.

#### **Data collection**

When you submit an application to VNG online, we will have to ask for some personal information. This data will be collected in accordance with Section 32 of the BDSG. As part of the online application process, we collect and distribute applicant data in order to ensure an effective, proper application procedure. During the application process, some of this data is mandatory (required fields). Your applicant data will be kept strictly confidential at all times and never transmitted to any third party.

Please do not provide any information about your racial or ethnic background, political opinions, religious or philosophical beliefs, trade union membership, health status or sexual preference.

We would also like to note that in some cases the data you provide may be used to compile statistics about the online application process. We compile these statistics exclusively for our own purposes, using only anonymized, non-personal data.

#### **Purpose of data collection**

VNG collects and processes personal data solely for the purpose of the job application process.

## **Data deletion**

We will delete or block the data you have provided six months after the end of the application process. This does not apply where there are legal provisions to the contrary or where the data is stored to serve as evidence or if you have consented to a longer storage period. Where deletion would require a disproportionate amount of effort, the data will be blocked instead of deleted. If your application results in an employment contract, we may retain and use your data for the usual organizational and administrative purposes in compliance with the prevailing legal provisions. Naturally, you have the right to withdraw your application at any time.

## **Data protection and faults**

Although we safeguard our data with state-of-the-art data protection measures (e.g. firewalls and virus scanners) that comply with legal data protection legislations, we would recommend that you make backup copies of any documents that are of importance to you.

VNG does not warrant the uninterrupted availability of the Web pages of the online application portal.

## **Consent**

By checking this box, you provide express consent for VNG to process and use the data you have provided for the purpose of processing your application in accordance with Section 32 BDSG. Your data will only be transferred to VNG when you have given your consent by checking this box.

## **Information & Withdrawal & Contacts**

At any time, you may withdraw the consent you have granted. You also have the right at any time to obtain information about the data stored at VNG. To exercise the above rights or any other rights pertaining to data protection, please contact the VNG's data protection officer ([Datenschutzbeauftragter@vng.de](mailto:Datenschutzbeauftragter@vng.de) or VNG – Verbundnetz Gas AG, Braunstrasse 7, 04347 Leipzig, Germany).

## **Amendments to this data protection policy**

VNG reserves the right to amend its data protection policy at any time. We would also like to refer you to the overall data protection policy for our website ([www.vng.de](http://www.vng.de)).