



DATA PROTECTION STATEMENT  
PRE-EMPLOYMENT/IN-EMPLOYMENT SCREENING



### Why and how is personal data processed by SIGNUM Consulting?

As part of our client’s recruitment/appointment process, a so-called Pre-Employment Screening (PES)/In-Employment Screening (IES) is required to verify the information submitted regarding your qualifications and suitability for a risk-sensitive job role. This data is collected, processed and subsequently deleted by us as the external data processor and contractor exclusively within the legally permissible data protection framework. You can withdraw from the PES/IES at any time by informing your responsible contact person/recruiter at our client (or, by proxy, SIGNUM Consulting).

### What personal data is collected and processed?

The personal information you provide as part of your application to our client, including information in attachments that you upload to the system, will be retained solely for the purposes of the recruitment process and for the ongoing fulfillment of post-employment requirements.

The type and scope of the information processed depend on the risk sensitivity of the position and the extent of testing derived from this. It may include the following categories and data or documents:

Category	Data
<b>Contact information</b>	Name, address, phone number, email address
<b>Academic qualifications, training, further education</b>	University degrees and certificates, vocational training certificates, certificates of further education, other certifications and credentials
<b>Personal information</b>	Date of birth, age, nationality, gender, languages spoken
<b>Job-specific information</b>	Personnel questionnaire, application documents, CV (information on educational background, employment history, etc.), proof of qualifications, details of reference person(s)
<b>Nationality/ID/Address</b>	Copy of ID card or passport
<b>Police records according to local data protection regulation</b>	Certificate of good conduct, police certificate, criminal record check
<b>Creditworthiness</b>	Credit information from legally approved credit reporting agencies

### Who has access to your data and to whom is it disclosed?

#### ► Relevant areas of the company to which you have applied

To ensure that the process is carried out properly and to protect your data, only the employees at our client's company who are authorized to execute the recruitment process have access to your data. Your data will be disclosed to staff working in recruitment, line managers and authorized staff in the department of the job vacancy.

If your PES/IES is successful, your personal data may be disclosed to additional staff on a need-to-know basis.

#### ► Third parties

As indicated above, your personal data may also be transmitted to and processed by universities and other academic entities, as well as previous employers and reference persons, for the purposes of verification. This process is subject to EU data protection legislation.

### How is the data protected?

SIGNUM Consulting GmbH takes all necessary technical, organizational and security measures to protect your personal data to keep it confidential. Your data is protected against unauthorized access through encrypted transmission and storage, a role and authorization management system, a data backup policy, and physical server security measures.

- Comprehensive access and security concepts are in place for our systems and databases.
- Authentication and authorization rely on role-based access.
- Confidentiality and data protection clauses are regularly checked for compliance with legal requirements.
- Editing rights to the back-office tools in which your personal data is processed are restricted to a limited number of authorized persons with a specific IT profile.

### Where is data stored?

Your data is stored in a database on a server operated by Server-Zentrum Hetzner Online GmbH, Industriestr. 25, 91710 Gunzenhausen, Germany. The data storage is located in Nuremberg and Falkenstein, Germany. There is a corresponding data processing agreement with the service provider. The service provider is ISO/IEC 27001:2013 certified with regard to its information security system.

### **How can the data be deleted?**

You are in control of your personal data and responsible for ensuring that it is truthful, correct, non-ambiguous and up to date. You can request that SIGNUM Consulting delete all your personal data at any time by contacting us via [pes@signum-consult.com](mailto:pes@signum-consult.com). Please note that a request for deletion of your personal data will result in the termination of all pending and incomplete procedures.

If you want to withdraw your job application, please get in touch with your contact person at our client company.

### **How long will the data be stored?**

All information is automatically deleted in accordance with the contractually stipulated storage period of three, four, six or nine months after transmission of the final report to our client in compliance with data protection regulations. When this happens, our online portal will retain anonymized data only. If you would like your data to be deleted sooner, you must submit a request by e-mail to the responsible recruiter or SIGNUM Consulting ([pes@signum-consult.com](mailto:pes@signum-consult.com)).

### **What are your rights regarding your data?**

- ▶ You can request access to your data.
- ▶ You can request that your data be rectified.
- ▶ You can request that your data be deleted.
- ▶ You can withdraw your consent to the processing of your data.
- ▶ You can request that processing be restricted.
- ▶ You can object to the processing of your personal data by us.

### **What is the legal basis for processing your data?**

Your personal data will be processed in accordance with the European General Data Protection Regulation (EU-GDPR) and our client's data protection regulations. SIGNUM Consulting only processes personal data as part of the application/recruitment process and the specific order placed in this regard, in accordance with your explicit consent, given separately. The hiring company will verify your information if this is required in accordance with Section 26 BDSG, Art. 6 GDPR for:

- a)** the decision on the establishment of an employment relationship or, after the establishment of the employment relationship, for its implementation or termination or for the exercise or fulfillment of the rights and obligations arising from a law or a collective agreement, a company or service agreement (collective agreement), representation of the interests of employees is necessary.
- b)** the performance of a contract to which the affected person is a party or to carry out pre-contractual measures at the request of the affected person or to fulfill a legal obligation to which the controller is subject.
- c)** to safeguard the legitimate interests of the controller or a third party, unless the interests or fundamental rights and freedoms of the data subject, which require the protection of personal data, outweigh them.

### **How to contact us**

If you have any questions concerning the processing of your personal data, please contact us at [pes@signum-consult.com](mailto:pes@signum-consult.com).

### **Changes to our privacy policy**

We keep our privacy policy under regular review and publish all updates on our homepage. The privacy policy was last updated in November 2024.

Please also refer to the FAQ page on our website:

<https://signum-consult.com/en/pre-employment-screening/#faq-applicants>