

Questionnaire

Job application portals

1. Is an external service provider used to store and/or manage applicant data or to communicate with applicants and does this involve transferring data to a country outside the EEA?.

Yes

No

If yes, is the external service provider acting as a data controller or processor?

Controller or joint controller

Processor

2. At which location or locations are the servers on which the applicant data are stored?

[Response field]

Which data and which companies in which third country are involved and in which third country are the data stored?

[Response field]

3. Since when has the service provider referred to in question 1 been used?

[Response field]

4. Which personal data of applicants of your company are disclosed to or can be accessed by the service provider referred to question 1?

[Response field]

5. What is the legal basis for collecting the On the basis of which legal basis (first stage) are the data collected in accordance with question 4 and the service provider involved?

6. On what legal basis or transfer safeguards within the meaning of Chapter V of the GDPR do you base the third-country transfers under question 4?

- Adequacy Decision
- Standard Data Protection Clauses
- Binding Corporate Rules
- Derogations under Art. 49 GDPR
- Other / Explanation:

[Response field]

7. If you base data transfers to the U.S. or other third countries on standard data protection clauses ("SDCs") adopted by the Commission pursuant to Article 46(2)(c) of the GDPR, please inform us with whom you signed such SDCs, indicate which Commission template was used for the conclusion of SDCs (SDC for the transfer of personal data between two controllers or SDC for the transfer of personal data to processors

established in third countries) and provide a signed copy.

Commission template used:

- SDC for the transfer of personal data between two data controllers
- SDC for the transfer of personal data to processors in third countries

Contracts signed with:

[Response field]

8. If you have concluded such SDCs, did you make a careful assessment (with the data importers) of the legal system of the third country?

- Yes
- No

In particular, have you checked whether there are no provisions in the third country's legislation that make it impossible for data importers to comply with their contractual obligations under the SDCs to ensure that the level of data protection of natural persons guaranteed in the EEA is not undermined?

- Yes
- No

If access to the personal data may occur in the U.S., are you or a data importer subject to Section 702 of the US Foreign Intelligence Surveillance Act (FISA), which allows U.S. authorities to access data processed by providers of electronic communications services?

- Yes
- No

9. If you have concluded that the data importer can effectively guarantee the fulfilment of the contractual obligations under the SDCs: Please describe in detail your reasons for this conclusion and provide appropriate evidence.

[Response field]

10. If you have concluded that the data importer cannot guarantee the fulfilment of the contractual obligations under the SDCs: What supplementary measures within the meaning of the abovementioned decision of the European Court of Justice ["Schrems II", Case C-311/18, Decision of 16 July 2020] have you taken?

[Response field]

11. As the legal situation in the third country may change: How do you ensure a swift reaction and alignment with data protection laws to new circumstances? In particular, describe the notification and response process between your company and the data importer in the third country.

[Response field]

12. Is the data according to question 4 encrypted?

Yes

No

If yes, please describe the type of encryption, at which stage of information retrieval it is used and at which stage and by whom decryption takes place. In that case, please also state which bodies hold the keys. Please also state whether the encryption complies with the current recommendations of the [German] Federal Office for Information Security (*Bundesamt für Sicherheit in der Informationstechnik, "BSI"*).

[Response field]

13. Please also mention any preparatory steps with regard to any measures not yet fully implemented under questions 10 to 12.

[Response field]

14. In the event that you plan to change to other systems, please inform us about the solutions adopted and the status of implementation, together with a timetable for completion.

[Response field]

15. If you use other transfer safeguards instead of SDCs, please answer questions 8 - 14 accordingly (please provide attachments).

16. Please provide us with the parts of your records of processing activities relating to application procedure and management.

Date, Signature