

# DATA PRIVACY STATEMENT

## 1. Foreword

Over recent years the public has become increasingly sensitised to issues of data protection. For this reason YOURCAREERGROUP GmbH sees its mission in maintaining the confidentiality of personal data and data requiring particular protection of applicants, customers, contract partners, employees and service providers. We take the protection of your personal data very seriously and comply strictly with data-protection legislation. Our company only collates personal data to the required extent.

The following provides you with an overview of how we guarantee this protection and what kind of data is collated for what purpose. If you have any further questions on the storage and handling of your personal data in our company or you are of the opinion that the measures taken by us do not comply with the provisions under data-protection legislation, please contact our data-protection officer.

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## 2. Objective

YOURCAREERGROUP GmbH was set up in 1999 by Arne Lorenzen and Manuel Konen and since that time has established itself as an expert recruiting partner for the hotel, catering and tourism sectors.

The individual Internet job sites HOTELCAREER, GASTRONOMIECAREER, TOURISTIKCAREER and AZUBICAREER are operated under the aegis of YOURCAREERGROUP GmbH. They offer job vacancies and information specifically tailored to the corresponding sector. HOTELCAREER is the ideal platform for anyone looking for a new position in the hotel industry. GASTRONOMIECAREER is the ideal online job portal for job seekers in the catering sector. Tourism professionals will find what they need at TOURISTIKCAREER. AZUBICAREER offers school-leavers an information platform for training in the hospitality industry. Additionally, YOURCAREERGROUP GmbH organises careers fairs several times a year in different German cities where applicants and employers can get to know each other in person.

As well as placing job advertisements and using the CV database, YOURCAREERGROUP GmbH offers Internet-based technology for applicant management that is tailored to the needs of the hotel sector. This software covers the whole of the online recruitment process.

## 3. Collation and processing of personal data

### 3.1 Homepages

Our homepage uses Google Analytics, a web analytics service from Google Inc. ("Google"). Google Analytics uses what are termed "cookies", text files that are stored on your computer and enable your use of the website to be analysed. The information generated by the cookie regarding your use of this website is usually transferred to one of Google's servers in the USA and stored there. If IP anonymisation is activated on this web page, however, Google shortens your IP address beforehand within member states of the European Union or in other signatory nations to the Treaty on the European Economic Area. Only in exceptional cases will the full IP address be transferred to one of Google's servers in the USA and shortened there. Google uses this information on behalf of operator of this website to analyse your usage of the website, to compile reports on your website activity and to provide further services connected to the use of the website and Internet for the benefit of the website operator. The IP address transferred from your browser via Google Analytics will not be combined with other data from Google. You can prevent the storage of the cookies by making a corresponding setting in your browser software; however, please note that if you do so you may not be able to use all functions of this website fully. Further, by downloading and installing the browser plug-in available from the following link, you can prevent the information generated by the cookie about your use of the website (including your IP address) from being transmitted to and processed by Google: (<http://tools.google.com/dlpage/gaoptout?hl=de>).

For further information refer to <http://tools.google.com/dlpage/gaoptout?hl=de> and <http://www.google.com/intl/de/analytics/learn/privacy.html> (general information on Google Analytics and data protection). Please note that Google Analytics has been expanded using the code "gat.\_anonymizeIp();" on this page to guarantee anonymous collation of IP addresses (known as IP masking)

We use Omniture SiteCatalyst, a service from Adobe Systems Software Ireland Limited (“Omniture”). This service uses cookies that are stored on your computer and enable your use of the website to be analysed. The information generated by the cookie about your use of this website (including your IP address) is transferred to the service’s server outside the EU where it is anonymised and then transferred to servers in the USA in an anonymised form for further processing. Omniture uses this information to analyse your use of the website, to compile reports on website activity for website operators and to provide further services in conjunction with website and Internet use. This information may be transferred to third parties as far as is prescribed by law or where such third parties process this data on behalf of Omniture. Your IP address is never linked to other Omniture data. You can prevent the installation of the cookies by making a corresponding setting in your browser software; however, please note that if you do so you may not be able to use all functions of this website fully. By using this website you declare your agreement to data collated about you being processed in the foregoing manner for the purpose set out above. Data collation by Omniture may be revoked with future effect at any time. Further details on revocation can be found at <http://www.adobe.com/misc/optout.html>.

On our web pages, technology from Criteo GmbH collates and stores anonymous information on the surfing behaviour of website visitors for marketing purposes. This data is stored using “cookie” text files on your computer. Criteo uses an algorithm to analyse the surfing behaviour and can then display targeted product recommendations as personalised advertising banners on other websites (known as publishers). This data can in no way be used to personally identify the user of this website. The collated data is only used to improve the service offering. It is not used in any other way or passed to third parties. You may revoke the completely anonymous analysis of your surfing behaviour by clicking on this “remove” link. For further information on the Criteo technology, refer to the Criteo data protection provisions.

### **3.2 Newsletter**

You will be sent our newsletter at regular intervals if you have registered for it. In its newsletter YOURCAREERGROUP GmbH keeps you informed about news relating to the hotel, catering and tourism industries, informative articles on current topics, important events from the industry and interesting top jobs. Newsletter registration is managed via the double opt-in method, which guarantees a legally watertight declaration of your consent: all you need to do is enter your forename and surname and your e-mail address. This method means after registering you are sent a welcome e-mail to your specified e-mail address. This prompts you to click a link. Only after clicking this link is your e-mail address activated to receive e-mails. This prevents a third-party e-mail address from being used without consent. Your personal data is only used for issuing the newsletter if you do not use a further service from YOURCAREERGROUP GmbH.

More importantly, YCG can send you e-mail newsletters about its services which relate to the services that have already been used by you, provided that you have not objected to receiving such newsletters. You can object to all types of newsletters from YOURCAREERGROUP GmbH at any time.

You may cancel receiving newsletters or make an objection concerning this matter by simply sending an e-mail without content to [info@ycg.de](mailto:info@ycg.de), calling YCG at +49(0)211 93 88 97-0 or by directly clicking on the link included in the newsletter.

### **3.3 Applicant centre**

#### **3.3.1 Registration**

By registering you grant your consent to YOURCAREERGROUP GmbH for your personal data and other information to be stored on our servers. In order for you to be able to use our services such as job search or job finder to the full extent, the registration form collates important information that is necessary for creating your profile.

When you register in the applicant centre, we first store your forename, surname, e-mail address and a password of your choice. Registration is again done via the double opt-in method. After your registration a confirmation mail is sent to the e-mail address you specified. This mail contains a link that activates your account in our applicant centre. YOURCAREERGROUP GmbH or clients of YOURCAREERGROUP GmbH have no access to your data. After registration you have the option to make parts of your data available to clients of YOURCAREERGROUP GmbH in the log-in area (applicant centre). We request your consent for this purpose separately in the applicant centre. There the storage of your personal data for the subsequent areas is entirely optional and voluntary. Please note that your data is transmitted without encryption.

#### **3.3.2 Profile data**

If you have registered for the personalised user area, you can complete your profile data, enabling you to refer back to it during subsequent online applications and reduce the time taken for job searches. This optional information may include the following personal data: date of birth, marital status, number of children, title, photo, address, telephone number, website.

You can also save documents relevant to your application such as covering letter, CV, references and other application documents, and you can also provide details such as salary, notice period and possible start date. Alternatively, you can create a new covering letter and CV in the applicant centre. If you use the form to create your CV, we request further personal data such as school and training, degree, further and advanced training, professional experience, language skills, IT skills, reasons for change and expectations of the new position.

### **3.3.3 Jobfinder**

If you are looking for a job and have already embarked on a targeted job search, you can save these search queries and activate our job finder. The latest job offers related to your stored searches are then conveniently sent to you via e-mail. You can deactivate your job finder at any time.

More importantly, YCG can send you e-mail newsletters about its services which relate to the services that have already been used by you, provided that you have not objected to receiving such newsletters. You can object to all types of newsletters from YOURCAREERGROUP GmbH at any time.

### **3.3.4 Search profiles**

Because the YOURCAREERGROUP GmbH applicant centre is also conceived as a career website that both supports and manages your application process, you can also submit your own job searches as well as saving your profile and documents. In this way you increase the intensity of your job hunt because your job search attracts the attention of HR officers, who can contact you.

By activating a job search without a box number, companies collect your personal information to decide whether your profile matches a vacancy. The companies have access to your personal information and can notify you of any vacancies. They send you information via e-mail, post, fax or telephone that you may find interesting in the context of your application. To correct your data and reject further processing, you have the right to access your information at any time.

You can activate or deactivate your job search in your profile at any time. In the event that you do not require your job applications anymore, YCG requests you to deactivate them. YCG reserves the right, after some time, to delete job applications which are considered to be out of date.

## **4. Application**

On its websites YOURCAREERGROUP GmbH offers you a large range of job offers from the hotel, catering and tourism sector. The advertised vacancies are either directly placed by our clients using their actual name or are anonymised as a box-number advert. If you apply to a non-anonymised advert, your application is sent directly to the company placing the advert.

If you reply to a box-number advert, you grant us your consent for us to forward your full application and all data it includes to the client who placed the box-number advert. However, if you also have access to the applicant centre, we will not compare any personal data entered there beyond the content of your application.

## **5. Forwarding of your personal data**

YOURCAREERGROUP GmbH processes your personal data in accordance with the provisions of data-protection legislation. In particular, YOURCAREERGROUP GmbH collates, processes and uses the personal data to the extent necessary for the creation of a profile in the applicant centre as well as for application to job adverts.

Neither the employees of YOURCAREERGROUP GmbH nor third parties can view the information and data from your personal profile. As soon as you decide to create a job search (anonymous or public), the approved data is accessible to our clients. Our pages are accessible around the world via the Internet. Our clients may also have their head office outside Germany or the EU, meaning that your anonymised data may be transferred to countries that do not have an adequate data-protection level as is the case under the European data protection provisions. Your contact data or your CV will be only disclosed to our clients if you submit a public job search. Anonymised job searches may be used in conjunction with a box number. Personal data can only be viewed if you have approved it accordingly.

If you apply to a job advert on our pages, your documents will be sent directly to the company placing the advert. If a company uses a box number to recruit new employees, we will forward any applications to the company. If your personal user data is exposed to a potential employer, we cannot prevent an abuse of this data. However, our clients are all contractually obliged to maintain strict confidentiality of the data.

## 6. Processing and deletion of your data

You further have the right to information about the information saved about your person, including about the origin of this data, the recipients or categories of recipients to whom the data is forwarded and the purpose for which it is saved as well as the right of correction if incorrect data is saved.

You may delete your account in the applicant centre at any time. To do so please log on and delete your account under the menu option "Settings". Your entire data is deleted immediately. If you have not logged on to your applicant centre for eleven months, we will send you a reminder mail. You then have one month to react and log on to your profile. If you do not log on during this period, your whole account will be deleted. You will no longer be able to access your applicant centre and compile your online application should you be looking for a job again in future.

## 7. Facebook

### 7.1 Facebook Button

Our website contains programs (plug-ins) from the social network Facebook. These are operated solely by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA (Facebook). On our website the plugins can be identified via the Facebook logo or the "like" add-on.

When accessing a web page on our website that contains such a plugin, your browser connects directly to the Facebook servers. The content of the plugin is then transferred directly to your browser from Facebook, from where it is directly integrated into the webpage.

This provides to Facebook the information that you have visited our website. If you are logged in to your personal Facebook account when visiting our website, Facebook can allocate the visit to this account. By interacting with the plugins, for example by clicking the "like" button or writing a comment, the corresponding information is transferred from your browser directly to Facebook and stored there. If you want to prevent this data transfer, you need to log out of your Facebook account before visiting our website.

The scope and purpose of the data collation by Facebook and the further processing and use there of your data as well as any rights and settings options in this respect for protecting your privacy can be found in Facebook's data protection notice (<http://de-de.facebook.com/privacy/explanation.php>).

### 7.2 Facebook Website Customer Audiences

On our website, we use the "Website Custom Audiences" pixel of the social network Facebook, 1601 South California Avenue, Palo Alto, CA 94304, USA. This means there are so-called tracker pixels integrated into the pages of our website. When you visit one of our webpages, the tracker pixel establishes a direct connection between your browser and the Facebook server. Thus your browser provides Facebook with the information that our webpage has been accessed from your terminal device. If you are a Facebook user, then Facebook can trace the visit to our webpage back to your user profile. Please note that, as the website provider, we have no knowledge of the content of the data transmitted or of how Facebook uses that data. We can only select which segments of Facebook users (such as age or interest group) our advertisements will be shown to. There are two ways to use Custom Audiences; we employ the method where no datasets – in particular no user email addresses – are sent, either encrypted or unencrypted, to Facebook. You can learn more about this in Facebook's Privacy Policy at <https://www.facebook.com/about/privacy/>.

Please click [here](#) if you do not want Custom Audiences to track your data.

### 7.3 Conversion statistics with the Facebook conversion pixel

We employ the "conversion pixel", or visitor action tracking pixel, of Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA ("Facebook"). When your browser accesses this pixel, Facebook can detect whether a Facebook advertisement was successful, meaning whether it led to an online purchase or not. For this purpose, Facebook provides us exclusively with statistical data that cannot be traced back to a specific person. This way, we can evaluate the effectiveness of Facebook advertisements for statistical and marketing purposes. In particular, if you are logged into Facebook, we refer you to their Privacy Policy at <https://www.facebook.com/about/privacy/>.

Please click [here](#) if you want to withdraw your consent to the use of this conversion pixel.

## **8. Data security**

YOURCAREERGROUP GmbH has taken the requisite technical and organisational measures required to protect your personal data in compliance with the provisions of BDSG. In particular the monitoring objectives contained in the schedule to section 9 BDSG will be taken into consideration, which are intended to protect against accidental loss and unauthorised access, use, alteration or disclosure.

Consistent implementation and further development of the measures specified above relating to data protection is ensured by means of constant monitoring by the data protection officer. In this context he/she is responsible for employee training regarding the IT system, software and handling of personal data. The use of check lists and activity reports ensures that the monitoring of data protection remains transparent and traceable at all times. The data protection officer also continually monitors compliance of the data-protection concept with the current legal position and updates the concept as required. Additionally, both our clients and our applicants can view their data at any time and obtain information about the use of the data.

YOURCAREERGROUP GmbH honours its duty to fulfil the applicable statutory stipulations in full both now and in future by means of the implemented technical and organisational measures. By doing so we can continue to guarantee our clients and applicants comprehensive data protection.

## **9. Change to the data protection statement**

Due to the dynamic development of the internet, new technologies and possibilities are continually being developed which can be very useful when searching for jobs. In order that you may benefit from these possibilities and new technologies, YCG reserves the right to make changes to this data protection statement with future effect when introducing new and additional services and service elements or modifying or expanding current ones unless you consider such a change to be unreasonable. YOURCAREERGROUP GmbH shall inform you on time about any changes made to the data protection statement either via e-mail, by displaying it on the YOURCAREERGROUP websites or otherwise. You have the right to object to the validity of the new data protection statement within six weeks following the receipt of the notification. In the event of an objection, YCG reserves the right to terminate the contract and delete your account. In the absence of an objection within the stated time, the modified data protection statement shall be deemed as accepted by you. YOURCAREERGROUP GmbH shall specify your right of objection in the notification as well as the meaning of the objection period.