

Privacy Policy

(Date: 22.05.2024)

1. Controller & Data Protection Officer

The responsible entity (hereinafter "Persowerk") for data processing on this website is: Persowerk Deutschland GmbH, Speditionstraße 15A, 40221 Düsseldorf.

2. Scope and Right of Withdrawal

This privacy policy explains to what extent Persowerk, as the operator of the domains <https://www.persowerk.com> and <https://apply.persowerk.com> (hereinafter "Website" or "Websites"), collects and uses personal data.

A user is any person who visits the Persowerk websites (hereinafter "Visitor"), has submitted an application (hereinafter "Applicant"), is a temporary worker (hereinafter "Temporary Worker"), or has sent a booking request (hereinafter "Business Customer"). The privacy policy can be viewed at any time on the website <https://persowerk.com/en/privacy-policy/>. Persowerk reserves the right to change these privacy terms in compliance with applicable regulations. Some data processing operations are only possible with your explicit consent. You can revoke your already given consent at any time by sending a formless email to the Data Protection Officer.

3. Right to Data Portability, Information, Correction, Blocking, Deletion & Complaint

You have the right to have data processed by us based on your consent or in fulfillment of a contract handed over to you or to third parties. The provision is made in a machine-readable format.

You also have the right to free information about your stored personal data, its origin, its recipients, and the purpose of the data processing and, if applicable, a right to correction, blocking, or deletion of this data. You can contact the Data Protection Officer in this regard.

As a data subject, you have the right to lodge a complaint with the competent supervisory authority in the event of a data protection violation, which for Persowerk is the State Data Protection Commissioner of the state of Berlin.

4. Data of Website Visitors

We collect some information about your device, your browser, and how you use our content when you visit www.persowerk.com and apply.persowerk.com. We may use cookies to collect this personal data. The controller in this context is Persowerk Deutschland GmbH.

In the server log files, Persowerk automatically stores the following information that your browser transmits to us:

- The Internet Protocol (IP) address of your device
- The IP address of your Internet Service Provider
- The screen resolution of the device
- The device type (unique device identifiers - UDI)
- The browser and operating system versions
- The geographic location (only the country)
- The preferred language for displaying content
- The date and time of access to the website

- The internet address from which you were directly referred to our website
- The control system you are using
- The areas of the website you visit
- The pages of the website you have visited and the information you viewed
- The hyperlinks you clicked on
- Survey results, i.e., your responses to survey questions
- The material you send to our website or download from it
- The contact details and communication you voluntarily provide to us

If you choose to download reports or whitepapers, subscribe to the newsletter with news, events, and alerts, or make an inquiry, you may be asked to fill out a form with information such as your name, email address, job title, and company.

From the moment you perform any of the above actions, we may directly link the above information about your device, browser, and how you use the website to you. If you voluntarily choose to provide personal data, this data will be stored until the purpose ceases to exist or until your revocation; at the latest, however, it will be deleted after one year without interaction.

5. Data of Applicants and Candidates

We use your personal data to provide our personnel services. This includes services in the areas of recruitment and selection, placement, temporary employment, project placement, deployment, payroll, personal development, career counseling, coaching, planning, and personnel and payroll management.

We collect and process personal data about you as an applicant, such as:

- Identification data - we may process your name, contact details (including home address, home and mobile phone numbers), nationality and country of residence, date of birth, (in exceptional cases) your gender, your digital signature, and the languages you speak.
- Resume and other personal information - we may process your resume, your professional background, information about your skills, your experience, and your educational background as well as other relevant information (such as your photo, interview results, and personal information included in the cover letter or as part of the application).
- Information about remuneration and benefits - we may process personal data regarding your current remuneration and benefits, including (but not limited to) your current bonus, recurring payments, and benefits.
- Performance and behavior-related information - performance-related information, including (but not limited to) information about your performance assessments from your client or customer where you were deployed.
- Government-issued identifiers - we may process government-issued identifiers, including (but not limited to) ID number, social security number, and pension insurance number, as required by law.
- Photos and video recordings - when participating in events, meetings, conferences, etc. related to recruitment, we may process photos or videos of you.
- Visitor information - when accessing our buildings, we may collect your name, contact details, license plate number, and other identifying characteristics for security reasons. If we are

legally obliged to do so, we may also ask you to disclose information about your health condition (including information about virus infections, flu, etc.) for health and safety reasons.

- Survey results - we may process your responses to survey questions.
- Information you provide to us - we may process additional personal data if you provide it to us.
- Contracts and invoices - depending on the service you choose as a freelancer, we may process information about the required contracts and invoices, including, but not limited to, bank details.
- This data can be collected directly or indirectly from you, for example, via email, form, by uploading a resume, or by using LinkedIn or XING ("individual application"); or by registering and creating an applicant account.

If we have not collected your data directly from you, we will inform you of the purpose and the data sources we use when we communicate with you in connection with our services (e.g., to make you aware of a job offer). Exceptions are cases where providing this information to you would require a disproportionate effort. In such cases, we may take alternative measures to protect your rights and freedoms.

6. Data of Temporary Workers

We collect and process your data for the execution of our personnel services, including placement, staffing, deployment, payroll, recruitment and pre-selection, in- and outsourcing, personal development and employability, reintegration, career counseling and outplacement, consulting, planning, and personnel and payroll management.

If you work as a temporary worker at one of our customers, we may process the following personal data about you, for example:

- Identification data - your name, contact information (including home address, home and mobile phone numbers), nationality and country of residence, date of birth, (in exceptional cases) gender, digital signature, and spoken languages.
- Professional information - we may process personal data related to your professional activity, including (but not limited to) your job title, job description and place of work, your department, your professional email address, your reporting levels, and your employment status (full-time/part-time/etc.).
- Financial information - financial information, including (but not limited to) your account number, bank details, VAT number.
- Salary data - we may process salary data, including (but not limited to) recurring payments and benefits, your bonus.
- Performance and behavior-related information - performance-related information, including (but not limited to) information about your performance evaluations.
- Information about disciplinary actions - details of disciplinary actions taken against you, if applicable.
- Government-issued identifiers - official identifiers, including (but not limited to) ID number, social security number, and pension insurance number, as required by law.

- Resume and other application information - your resume and other relevant information (e.g., your photo, interview notes, and information included in the cover letter or as part of the application process).
- Travel and expense data - travel and accommodation information as well as information about expenses, including (but not limited to) travel plans, hotel and travel bonus cards.
- Information you voluntarily provide to us - information you voluntarily provide to us, including (but not limited to) information you provide when using IT support or calling the helpline, as well as information about you that may be transmitted through the use of a webcam when communicating with us.
- Vehicle information - information about your private or company vehicle, including (but not limited to) license plate number, fines, and penalties.
- Ride service data - information related to the provision of ride services (contact details: first and last name, mobile number, your home address, exclusively if no stop can be assigned to you, entry and exit duration, arrival times, scheduled times according to shift and work plan (start and end time)).
- Photo and video material - when participating in external or internal events, meetings, conferences, or other events, we may process photos or videos of you.
- Union membership - data disclosing your union membership.
- Information about your family and dependents - information about your family and dependents, including (but not limited to) emergency contact details.
- Information related to IDs/access control cards - employee IDs and access control cards may contain your name, photo, and employee number and be linked to other stored data (department, phone number, license plate).
- Video surveillance material - we may process image material of you obtained through the use of video surveillance systems.
- Survey results - we may process your responses to questions in employee or satisfaction surveys.
- Information related to your use of company equipment, software, and access to the corporate network - we may process information related to your use of our equipment, software, and access to our networks, including (without limitation) your browsing history, your use of email, internet, and social media, whether at work, on our devices, or otherwise through our networks.
- Visitor information - when accessing our buildings, we may collect your name, contact details, license plate number, ID, etc. for security reasons. If we are legally obliged to do so, we may also ask you to disclose information about your health condition for health and safety reasons.

Other special data categories, such as:

- Health information - health-related information, including (but not limited to) injuries and exposures, incident reports, disability, illness and incapacity to work, and information on maternity protection, as required by law.
- Information on religious affiliation - data about your religious affiliation, if required for payroll purposes.

Where we process these special data categories, we will protect, secure, and use this information in accordance with this notice and applicable laws.

Information about sanctions affecting you - we may check whether you are a politically exposed person, a specially designated national, or otherwise subject to sanctions under applicable laws or regulations.

7. Data of Business Customers

In connection with our services, we process your personal data when you work for companies with which we do business (or intend to do business, e.g., to make offers for services and to maintain a business relationship with the company you work for).

We process the following personal data about you:

- Identification data - we may process your name and other contact information (including email address, landline, and mobile phone numbers), your gender, your digital signature, and your spoken languages.
- Professional information - we may process data related to your work, including (without limitation) your job title, your location, and your department.
- Photos and video recordings - when you attend our events, meetings, conferences, etc., we may process photos or videos of you.
- Survey results - we may process your responses to survey questions.
- Visitor information - when accessing our buildings, we may collect your name, contact details, license plate number, ID, etc. for security reasons. Where we are legally permitted to do so, we may also ask you to disclose data about your health condition (including information about virus infections, flu, etc.) for health and safety reasons.
- Information you provide to us - we may process additional data if you choose to provide it to us.
- Information about sanctions affecting you - we may check whether you are a politically exposed person, a specially designated national, or otherwise subject to sanctions under applicable laws or regulations.

8. Retention Period for Personal Data

Your data will be kept for as long as necessary for the fulfillment of the respective task, considering the statutory retention periods. If the data must be retained due to legal obligations, the data will be deleted after the respective retention period has expired. The tax retention periods are usually ten years.

If you make a legitimate deletion request or revoke consent to data processing, your data will be deleted, provided we have no other legally permissible reasons for storing your personal data (e.g., tax or commercial retention periods); in the latter case, the data will be deleted after these reasons no longer exist.

9. Purposes and Legal Bases of Data Storage

Persowerk uses Art. 6 I lit. a GDPR as the legal basis for processing operations where we obtain consent for a specific processing purpose. Below we list the purposes:

- Fulfillment of the contract and pre-contractual measures (Art. 6 para. 1 lit. b GDPR): Your personal data is processed to fulfill our contractual obligations and to carry out pre-contractual measures. This includes processing inquiries, orders, and providing services.
- Compliance with legal obligations (Art. 6 para. 1 lit. c GDPR): We process your data to comply with legal obligations, e.g., commercial and tax retention obligations.
- Legitimate interests (Art. 6 para. 1 lit. f GDPR): In certain cases, we process your data to protect our legitimate interests or the interests of third parties, e.g., to ensure IT security, prevent misuse, assert legal claims, and defend against legal disputes.
- Consent (Art. 6 para. 1 lit. a GDPR): If you have given us your consent to process your personal data for specific purposes, processing is based on this consent. You can revoke your consent at any time with effect for the future.
- Public interest (Art. 6 para. 1 lit. e GDPR): In certain cases, we process your data to perform a task in the public interest or in the exercise of official authority vested in us.

10. Sharing of Personal Data

We may share your personal data with the following parties:

- To customers within the scope of our services, including hiring, placement, and billing of temporary work.
- To competitors of the controller in the context of projects for master vendor or managed service provider.
- To third parties providing personnel services (e.g., to payroll service providers).
- To third parties providing IT-related services (e.g., we use an external provider to support our IT infrastructure; for example, a significant part of our software and databases is hosted in a cloud environment operated by a third party).
- To third-party providers of marketing-related services (e.g., we may store your personal data in a cloud-based CRM application hosted and provided by a third party; if we engage a third party to organize an event or survey, we may share your personal data with that third party to invite you to that event/survey).
- To providers of professional services (e.g., to our auditors, our tax advisors, our legal advisors).
- To banks and insurance companies (e.g., to pay the salaries of our temporary workers, we provide our bank with some of their personal data).
- To pension funds.
- To public authorities (e.g., under applicable law, controllers must share personal data with social security authorities and tax authorities).
- To law enforcement agencies, courts, and regulatory authorities (e.g., the police may request us to share personal data with them in the course of a criminal investigation).

We may also share your personal data with third parties:

- In the event we sell or buy a business or assets. In this case, we may disclose your personal data to the prospective seller or buyer of such business or assets; or
- If our entire assets or a substantial part thereof are acquired by a third party; in this case, the personal data we hold about you may be part of the transferred assets.

If we share your personal data as described above, these personal data may be transferred both within and outside the European Economic Area (EEA). If we transfer your personal data internationally, we will do so only in compliance with applicable law and require that an adequate level of protection for your personal data is in place and appropriate safeguards are taken.

Your personal data may be transferred from countries within the EEA to countries outside the EEA (e.g., the United States). In such cases, we require that the following safeguards are in place:

- The laws of the country to which your personal data is transferred ensure an adequate level of data protection.
- The transfer is subject to the standard data protection clauses approved by the European Commission. More information about these standard data protection clauses can be found [here](#); or
- Any other applicable appropriate safeguards in accordance with Article 46 of the EU General Data Protection Regulation (2016/679).

11. Data Protection Officer and Contact Information

Persowerk Deutschland GmbH
Speditionstraße 15a
40221 Düsseldorf
Mr. Jan Barenbrock
Email: kontakt@persowerk.com

You can exercise your rights by contacting us at kontakt@persowerk.com.

We will handle your request with special care to ensure that you can effectively exercise your rights. We may ask you for proof of identity to ensure that we do not disclose your personal data to anyone other than yourself! You must be aware that in certain cases (e.g., due to legal regulations) we will not be able to process your request immediately.

12. Cookies

Our websites use so-called "cookies." Cookies are small data packets that do not cause any damage to your device. They are either temporarily stored for the duration of a session (session cookies) or permanently (permanent cookies) on your device. Session cookies are automatically deleted at the end of your visit. Permanent cookies remain stored on your device until you delete them or your web browser automatically deletes them.

Cookies can come from us (first-party cookies) or third-party companies (so-called third-party cookies). Third-party cookies enable the integration of certain services from third-party companies within websites (e.g., cookies for processing payment services).

Cookies have various functions. Many cookies are technically necessary as certain website functions would not work without them (e.g., the shopping cart function or the display of videos). Other cookies can be used to evaluate user behavior or for advertising purposes.

Cookies necessary for carrying out the electronic communication process, providing certain functions you desire (e.g., for the shopping cart function), or optimizing the website (e.g., cookies to measure the web audience) are stored based on Art. 6 para. 1 lit. f GDPR, unless another legal basis is specified. The website operator has a legitimate interest in storing necessary cookies for the technically error-free and optimized provision of its services. If consent to store cookies and comparable recognition technologies has been requested, processing will be based solely on this consent (Art. 6 para. 1 lit. a GDPR and § 25 para. 1 TTDSG); consent can be revoked at any time.

You can configure your browser to inform you about the setting of cookies and to allow cookies only on a case-by-case basis, exclude the acceptance of cookies for certain cases or generally, and activate the automatic deletion of cookies when closing the browser. Disabling cookies may limit the functionality of this website.

You can find out which cookies and services are used on this website in this privacy policy:

12.1 Necessary Cookies

Necessary cookies are crucial for the basic functions of the website. Without them, the website cannot function as intended. These cookies do not store any personal data.

PHPSESSID (Duration: For the session): This cookie is native to PHP applications. The cookie stores and identifies the unique session ID of a user to manage user sessions on the website. The cookie is a session cookie and is deleted when all browser windows are closed.

Cookieyes-consent (Duration: 365 days): CookieYes sets this cookie to store the user consent preferences so that their preferences are respected on subsequent visits to this website. No personal information about the visitors of the website is collected or stored.

wpEmojiSettingsSupports (Duration: For the session): WordPress sets this cookie when a user interacts with emojis on a WordPress website. It helps to determine whether the user's browser can correctly display emojis.

_wpfuid (Duration: 1 year, 1 month, 4 days): This cookie is used by the WPForms WordPress plugin. The cookie is used to allow the paid version of the plugin to connect entries of the same user and is used for some additional features like the Form Abandonment Addon.

12.2 Functional Cookies

Functional cookies help perform certain functions, such as sharing website content on social media platforms, collecting feedback, and other third-party features.

pll_language (Duration: 1 year): Polylang sets this cookie to remember the language selected by the user when they return to the website and to obtain the language information when it is not otherwise available.

AMA_af2a999d3d83c68b84bace879ecd2b11, i18nLocale, coveto_domain (Duration: For the session): Coveto sets this cookie to display job advertisements and direct applicants.

12.3 Analytical Cookies

Analytical cookies are used to understand how visitors interact with the website. These cookies provide information on metrics such as the number of visitors, bounce rate, traffic source, etc.

ga, _ga, _gid, gat_gtag_UA (Duration: 1 year, 1 month, 4 days): Google Analytics sets these cookies to calculate visitor, session, and campaign data and track website usage for the website's analytics report. The cookie stores information anonymously and assigns a randomly generated number to recognize unique visitors.

CLID, _clck, _clsk, SM (Duration: 1 year): Microsoft Clarity sets these cookies to store information about how visitors interact with the website. The cookie helps create an analytical report. The data collection includes the number of visitors, the location from which they visit the website, and the pages they visit.

_fbp (Duration: 3 months): Facebook sets this cookie to display advertisements either on Facebook or on a digital platform powered by Facebook advertising after visiting the website.

MR (Duration: 7 days): This cookie, set by Bing, is used to collect user information for analytical purposes.

lo-uid, lo-visits, lo-domain-check-1716227161555 (Duration: 1 year, 1 month, 4 days): LuckyOrange sets these cookies to calculate visitor, session, and campaign data and track website usage for the website's analytics report. The cookie stores information anonymously and assigns a randomly generated number to recognize unique visitors.

12.4 Performance Cookies

Performance cookies are used to understand and analyze the key performance indexes of the website, which helps to deliver a better user experience to the visitors.

SRMB (Duration: 1 year, 24 days): It is used by Microsoft Advertising as a unique ID for visitors.

12.5 Advertising Cookies

Advertising cookies are used to deliver personalized advertisements to visitors based on the pages they have previously visited and to analyze the effectiveness of the advertising campaigns.

_ttp, _tt_enable_cookie (Duration: 1 year, 24 days): TikTok sets this cookie to track and improve the performance of advertising campaigns and personalize the user experience.

MUID (Duration: 1 year, 24 days): Bing sets this cookie to recognize unique web browsers visiting Microsoft sites. This cookie is used for advertising, site analytics, and other operations.

ANONCHK (Duration: 10 minutes): The ANONCHK cookie, set by Bing, is used to store the session ID of a user and to verify ad clicks on the Bing search engine. The cookie also helps with reporting and personalization.

fr (Duration: 3 months): Facebook sets this cookie to show relevant advertisements by tracking user behavior across the web on sites with Facebook pixel or the Facebook social plugin.

Contact Us

If you have any questions about this policy or privacy concerns, wish to exercise your rights, or seek further information about the measures we take to adequately protect your personal data during transfers outside the European Economic Area, please contact us at kontakt@persowerk.com.