# Privacy Policy of InStaff & Jobs GmbH

last revised on 02.11.2026

## Table of Contents

**General Information on Data Processing**
1. Controller & Data Protection Officer
2. Scope
3. Legal Bases
4. Duration of Storage
5. Your Rights
6. Disclosure of Data to Third Parties
7. Transfers to Third Countries
8. Contact Form and Contact
9. Recording and Analysis of Telephone Calls
10. Data Protection in Applications
11. Server Log Files
12. Cookies and Services

**Registration and Login Area**
13. Registration via the Website or App
14. AI Language Test
15. Automated Review of Documents and Information
16. Selective Publication of Personal Data of Jobbers
17. Ratings and Assignment Reports
18. Disclosure of Jobber Data to Business Clients
19. Internal Blocking Mark after Account Deletion
20. Publication of Job Offers on Third-Party Platforms

**Final Provisions**
21. Amendments and Updates to this Privacy Policy

## General Information on Data Processing

### 1. Controller & Data Protection Officer

The controller responsible for data processing on this Website is:
InStaff & Jobs GmbH
Ritterstraße 24-27
10969 Berlin

The Data Protection Officer is:
Pascal Klein
datenschutz@instaff.jobs
privacy@instaff.jobs

### 2. Scope

This Privacy Policy explains how we, as operator of the domain https://www.instaff.jobs (hereinafter "Website") and of the InStaff application (hereinafter "App"), collect and use personal data. The Privacy Policy may be accessed at any time on the Website https://www.instaff.jobs/datenschutz.
A user is any person who visits our Website (hereinafter "visitor"), has created a staff profile (hereinafter "jobber"), or has created a business client account (hereinafter "business client").

### 3. Legal Bases

The data protection term "personal data" refers to all information relating to an identified or identifiable natural person. "Processing" refers to any operation or set of operations which is performed on personal data, whether or not by automated means, such as in particular the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission or another form of making available, alignment or combination, restriction, erasure or destruction.

We process personal data exclusively in compliance with the applicable data protection provisions, in particular the General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (Bundesdatenschutzgesetz – BDSG). Processing takes place only where a legal basis exists. This is in particular the case where you have consented to the processing (Art. 6(1)(a) GDPR), where the processing is necessary for the performance of a contract or for the implementation of pre-contractual measures (Art. 6(1)(b) GDPR), where the processing is necessary to comply with a legal obligation (Art. 6(1)(c) GDPR), or where the processing is necessary for the purposes of our legitimate interests or the legitimate interests of a third party, provided that your interests or fundamental rights and freedoms do not override those interests (Art. 6(1)(f) GDPR).

If you apply for an open position with us, we also process your personal data for the purpose of deciding on the establishment of an employment relationship in accordance with Section 26(1) sentence 1 BDSG.

### 4. Duration of Storage

The personal data processed by us are erased or restricted in their processing in accordance with Arts. 17 and 18 GDPR. Unless otherwise stated in the following information or within the individual processing operations in this Privacy Policy, we store personal data only for as long as is necessary to achieve the respective purpose of processing or as is required to fulfil our contractual or statutory obligations.

We erase personal data as soon as they are no longer necessary for the purposes for which they were collected or otherwise processed, provided that no statutory retention obligations or other legitimate grounds prevent erasure. A legitimate interest may in particular exist where the data are required for the establishment, exercise or defence of legal claims or for the prevention or clarification of cases of fraud.

Statutory retention obligations may in particular arise from commercial or tax law provisions. Personal data contained in our accounting records are generally retained for ten years. Personal data contained in commercial correspondence, contracts or comparable documents are generally retained for six years. The respective periods generally begin at the end of the calendar year in which the data were collected.

### 5. Your Rights

You have the right at any time to obtain, free of charge, information about the personal data concerning you that are stored by us. In addition, you have the right to rectification of inaccurate data (Art. 16 GDPR), erasure (Art. 17 GDPR) or restriction of processing (Art. 18 GDPR), provided that the statutory requirements for this are met. Where processing is based on your consent, you may withdraw this consent at any time with effect for the future pursuant to Art. 7(3) GDPR. The withdrawal may be made at any time without formal requirements by email to kontakt@instaff.jobs. Furthermore, pursuant to Art. 21 GDPR, you have the right, on grounds relating to your particular situation, to object to processing which is based on Art. 6(1)(e) or (f) GDPR. In addition, pursuant to Art. 20 GDPR, you have the right to receive the personal data concerning you which you have provided to us in a structured, commonly used and machine-readable format and to transmit those data to another controller. To exercise your rights, you may contact us at any time. You also have the right, pursuant to Art. 77 GDPR, to lodge a complaint with a data protection supervisory authority.

In the context of processing your request, we process the personal data required for this purpose (e.g. contact details and identification information) and store these insofar as this is necessary for handling the request and for demonstrating compliance with data protection obligations.

### 6. Disclosure of Data to Third Parties

Personal data are disclosed to third parties only insofar as this is necessary for the performance of our services, where we are legally obliged to do so, where you have expressly consented, or where disclosure is permissible on the basis of our legitimate interests. This may in particular be the case where the transmission is necessary for the performance of a contract or for the implementation of pre-contractual measures (Art. 6(1)(b) GDPR), where it takes place for compliance with legal obligations (Art. 6(1)(c) GDPR), where it is based on your consent (Art. 6(1)(a) GDPR), or where it is necessary for the protection of our legitimate interests (Art. 6(1)(f) GDPR), for example to ensure a secure and economically efficient operation of our Website.

For the provision and optimisation of our services, we also use external service providers who process personal data on our behalf (processors). These include in particular service providers in the areas of hosting, IT maintenance and support, email dispatch, customer and order management, order processing, accounting and invoicing, marketing, as well as the secure disposal of data carriers. These service providers process data exclusively in accordance with our instructions and are contractually obliged to implement appropriate technical and organisational measures to protect personal data. Where required, we conclude data processing agreements with these service providers in accordance with Art. 28 GDPR.

Furthermore, in individual cases it may be necessary to transmit personal data to additional recipients, for example to payment service providers, banks, tax advisers, auditors, legal advisers, postal and delivery services or to authorities (e.g. tax authorities), provided that a legal basis exists for this. Further recipients may also result from the respective sections of this Privacy Policy.

### 7. Transfers to Third Countries

Where we transfer personal data to states outside the European Union (EU) or the European Economic Area (EEA) or have them processed there (so-called third countries), this takes place exclusively within the framework of the statutory requirements.
A transfer to third countries takes place in particular where this is necessary for the fulfilment of (pre-)contractual obligations, where it takes place on the basis of a legal obligation, where it is based on your consent, or where it is justified by our legitimate interests.
Where personal data are processed in a third country, this takes place only under the conditions of Arts. 44 et seq. GDPR. This means in particular that a transfer takes place only where an adequate level of data protection for the respective third country has been determined by the European Commission (adequacy decision) or where appropriate safeguards exist, in particular through the conclusion of EU standard contractual clauses and, where applicable, supplementary protective measures (e.g. transfer impact assessments).

### 8. Contact Form and Contact

#### (a) General Contact

If you contact us via the contact form, by email or by other means, we process the information transmitted by you (e.g. name, email address, content of the message) in order to process and respond to your enquiry.
Where the contact serves the implementation of pre-contractual measures or the performance of a contract, the processing takes place on the basis of Art. 6(1)(b) GDPR. In all other cases, processing is based on our legitimate interest in a fast and effective processing of the enquiries addressed to us (Art. 6(1)(f) GDPR).
Your information will generally not be passed on to third parties unless this is necessary to process your enquiry (e.g. through the use of IT service providers as processors). In such cases, the processing takes place exclusively on the basis of corresponding data processing agreements in accordance with Art. 28 GDPR. We store the data transmitted by you only for as long as is necessary to process your enquiry. Thereafter, the data are erased, provided that no statutory retention obligations or legitimate grounds (e.g. for documentation purposes or for the establishment, exercise or defence of legal claims) prevent erasure.

#### (b) Use of Typeform

For certain contact forms, we use the service Typeform. The provider is the European company Typeform S.L., Via Augusta 29-31, 08006 Barcelona, Spain.
A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section “Transfers to Third Countries” of this Privacy Policy.
Further information on data protection at Typeform can be found here.

### 9. Recording and Analysis of Telephone Calls

If you contact us by telephone, or if we call you, in your capacity as a jobber, business client or prospective client, we may record the call and process the personal data generated in this context for the purposes of documenting the respective communication, quality assurance and improving our services, provided that you have consented to the recording in advance.
The call recording is processed exclusively by automated means for the purpose of creating a complete transcript and is deleted afterwards. In addition, we process the transcript, summaries generated from it and analysis results.
For documentation purposes, the transcript may also be subject to an automated sentiment analysis. The wording is broadly classified as positive, neutral or negative based on predefined terms. The voice, tone of voice or emotions inferred from the voice are not analysed.
For quality assurance purposes, the summaries generated from the calls may be analysed and evaluated on the basis of predefined quality guidelines.
The processing is carried out exclusively on the basis of your consent pursuant to Art. 6(1)(a) GDPR. Consent is obtained by means of an automated announcement before the recording begins. You may withdraw your consent at any time with effect for the future. Information on withdrawing consent can be found in Section 5.
Call recordings, transcripts, summaries and analysis results are stored only for as long as necessary for the respective purposes. The call recording is deleted as soon as the complete transcript has been created. For documentation purposes, transcripts and sentiment classifications are stored for a maximum of 180 days and summaries for a maximum of five years. For quality assurance purposes, summaries and the analysis results generated from them are stored and used at most until the end of the quarter following the respective call.

### 10. Data Protection in Applications

If you apply to us, we process the personal data transmitted by you (e.g. contact details, curriculum vitae, certificates, communication content as well as further application documents) exclusively for the purpose of carrying out the application procedure and for deciding on the establishment of an employment relationship.
The legal basis for the processing is Section 26(1) BDSG in conjunction with Art. 6(1)(b) GDPR (implementation of pre-contractual measures). Where, in individual cases, further processing is necessary, this may additionally be based on Art. 6(1)(f) GDPR (legitimate interest, e.g. for legal defence).
If an employment relationship is established, the application data will be included in the personnel file and further processed within the framework of the employment relationship in compliance with the statutory provisions.
If no employment relationship is established, we generally erase the application documents no later than six months after completion of the application procedure, provided that no statutory retention obligations exist or longer storage is required for the establishment, exercise or defence of legal claims (e.g. in connection with the German General Equal Treatment Act). In this case, the data will be erased as soon as the purpose of further storage ceases to apply.

### 11. Server Log Files

Each time our Website is accessed, information is automatically recorded by our server and stored in so-called server log files. This concerns in particular the following data:

Browser type and browser version
Operating system used
Referrer URL
Hostname of the accessing computer
Time of the server request
IP address

The processing of these data takes place in order to ensure a stable and secure operation of the Website, for technical error analysis, and for the defence against misuse and attempted attacks. The legal basis is Art. 6(1)(f) GDPR (legitimate interest in the secure and uninterrupted provision of our Website). For security reasons, the data are stored for as long as is necessary to fulfil their purpose and are thereafter erased or anonymised.

**12. Cookies and Services**

**(a) Use of Cookies**

Our Website uses cookies. Cookies are small text files which are transmitted by our web server or by servers of third parties to the user's browser and stored there. This enables certain information to be retrieved again during a later visit. Cookies may be used either as session cookies or as persistent cookies. Session cookies are stored only for the duration of your visit and are automatically erased once you close your browser. Persistent cookies, on the other hand, remain stored on your terminal device for a defined period even after you close your browser.

Session cookies serve in particular to ensure basic functions and settings during the use of our Website. Persistent cookies enable us to store settings and preferences for later visits. The information obtained in this way may be used to trace your usage behaviour across multiple browser sessions.

Insofar as cookies or comparable technologies (e.g. local storage) are stored on or accessed from your terminal device, this takes place on the basis of Section 25 TDDDG (German Telecommunications Digital Services Data Protection Act). Where consent is required for this purpose, storage and access take place on the basis of Section 25(1) TDDDG. Where the use is technically necessary, this takes place on the basis of Section 25(2) No. 2 TDDDG.

Where personal data are processed in the context of the use of cookies or comparable technologies, such processing takes place on the basis of the respective applicable legal basis pursuant to Art. 6(1) GDPR.

We use the following types of cookies:

**Essential Cookies:** These cookies are necessary to ensure the operation of our Website. They enable basic functions such as page navigation, access to protected areas of the Website (e.g. login area), or the secure provision of the Website. Without these cookies, the Website cannot function properly. These cookies cannot be deactivated.

The legal basis for the processing of personal data by means of required cookies is Art. 6(1)(f) GDPR (legitimate interest in a technically error-free and secure operation of the Website); where required also Art. 6(1)(b) GDPR (performance of a contract, e.g. provision of a user account).

**Functional Cookies:** Functional cookies enable additional functions and content on our Website (e.g. videos or maps) and may contribute to technical optimisation as well as to protection against misuse. Where settings are stored in this context, these serve to improve user-friendliness. These cookies are set only if you expressly consent to this or select "Allow cookies" in the cookie banner.

The legal basis for the processing of personal data by means of functional cookies is Art. 6(1)(a) GDPR (consent).

**Analysis and Marketing Cookies:** Analysis and marketing cookies are used to measure the effectiveness of our advertising measures and to display interest-based advertising to you on the basis of your usage behaviour. In addition, we use certain cookies in order to be able to trace whether a user has reached our Website via a Website of a marketing partner. These cookies are set only if you expressly consent to this or select "Allow cookies" in the cookie banner.

The legal basis for the processing of personal data by means of analysis and marketing cookies is Art. 6(1)(a) GDPR (consent).

**(b) Modification of Your Cookie Settings / Withdrawal**

You may change the settings you made in the cookie banner at any time and withdraw your consent by accessing the cookie banner again (e.g. via the fingerprint symbol on the Website).

**(c) Consent Management with Usercentrics**

Our Website uses the consent technology of Usercentrics GmbH, Sendlinger Str. 7, 80331 Munich, Germany ("Usercentrics"), in order to obtain, manage and document in a data protection compliant manner your consent to the storage of certain cookies on your terminal device or to the use of certain technologies.

Usercentrics processes in particular your consent status (opt-in/opt-out), time of consent, consent ID, banner settings as well as technical information such as IP address, referrer URL and user agent.

The consent decision is stored via cookies or local storage in order to be able to retrieve it again during later visits and to provide proof of consent. According to the provider's information, the consent data (consent given and withdrawal) are stored for one year and then erased. The legal basis for the processing is Art. 6(1)(c) GDPR in conjunction with Art. 7(1) GDPR (proof and documentation of consents).

Further information on data protection at Usercentrics can be found at:
https://usercentrics.com/privacy-policy/

**(d) Services and Technologies Used**

Various services and technologies are used on our Website which, depending on their category (Essential, Functional or Analysis and Marketing), fulfil different purposes.

An up-to-date overview of the services used, the respective purposes, legal bases, storage periods as well as further

information on the technologies used (e.g. cookies, local storage, pixels) can be found at any time in the cookie settings.

**Cloudflare:**
For the optimisation of Website performance as well as for securing our Website, we use services of Cloudflare Inc., 101 Townsend St., San Francisco, CA 94107, USA. Cloudflare provides in particular a Content Delivery Network (CDN) as well as security functions (e.g. protection against attacks, firewall and bot protection). In this context, personal data may be processed, in particular IP address, system configuration data, referrer URL, date and time of the request, URL and name of the retrieved file as well as technical device information. Cloudflare uses cookies for this purpose (e.g. __cf_bm, cf_clearance, _cfuvid and others). A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy. The legal basis is Art. 6(1)(f) GDPR (legitimate interest in security and stable provision of the Website).
Further information on data protection at Cloudflare can be found at:
https://www.cloudflare.com/privacypolicy/
https://www.cloudflare.com/cookie-policy/

**Google Tag Manager:**
We use the Google Tag Manager, provided by Google Ireland Limited, Dublin, Ireland. The Google Tag Manager is a tag management system that allows us to manage website tags via an interface. The service itself does not set any cookies and serves exclusively to technically integrate and control other services. In connection with Google services integrated via the Google Tag Manager, we use the Google Consent Mode. Before consent is granted, so-called "cookieless signals" may be transmitted to Google, which are used for aggregated conversion modeling. When the Google Tag Manager is loaded, technical connection information may be processed, in particular the IP address, device and browser information (user agent), and the referrer URL. A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy.
The Google Tag Manager is used for the technically efficient management and provision of our Website as well as for the secure and stable integration of further services. The legal basis for the processing is Art. 6(1)(f) GDPR (legitimate interest in the technically error-free and efficient management of the services used on our Website). Insofar as further services are integrated via the Google Tag Manager that require consent, their use is based exclusively on your consent in accordance with Art. 6(1)(a) GDPR.
Further information on data protection at Google can be found at:
https://policies.google.com/privacy?hl=en
https://policies.google.com/technologies/cookies?hl=en

**Glomex:**
We use services of Glomex GmbH, Dieselstraße 1, 85774 Unterföhring, Germany. Glomex is a marketplace for premium videos and enables the integration of video and media content on our Website. Within the scope of use, personal data may be processed, in particular browser information, date and time of visit, device information, operating system, IP address, statistical information as well as usage data. Glomex uses cookies and comparable technologies for this purpose. The integration of this service takes place only if you have given your consent in the cookie banner. The legal basis for the processing of personal data is Art. 6(1)(a) GDPR (consent).
Further information on data protection at Glomex can be found at:
https://video.glomex.com/legal

**Google Fonts:**
We use Google Fonts for the display of fonts. The provider is Google Ireland Limited, Dublin, Ireland. In this context, in particular the IP address, referrer URL, CSS requests, user agent as well as browser information may be processed. A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy. The legal basis is Art. 6(1)(a) GDPR (consent).
Further information on data protection at Google can be found at:
https://policies.google.com/privacy?hl=en
https://policies.google.com/technologies/cookies?hl=en

**Google Maps:**
We integrate Google Maps in order to display map material and location information on our Website. The provider is Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA, USA. In this context, in particular the IP address, date and

time of visit, URL, usage data, search terms, location information, interaction data as well as information about the mobile network may be processed. A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy. The legal basis is Art. 6(1)(a) GDPR (consent).
Further information on data protection at Google can be found at:
https://policies.google.com/privacy?hl=en
https://policies.google.com/technologies/cookies?hl=en

**Google Play:**
We use Google Play where corresponding functions or links are integrated via our Website. The provider is Google Ireland Limited, Dublin, Ireland. In this context, personal data may be processed, in particular device information, usage activity, installation data, performance data, crash data, location data as well as IP address. A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy. The legal basis is Art. 6(1)(a) GDPR (consent).
Further information on data protection at Google can be found at:
https://policies.google.com/privacy?hl=en
https://policies.google.com/technologies/cookies?hl=en

**YouTube Video:**
We integrate videos via YouTube. The provider is Google Ireland Limited, Dublin, Ireland. When using YouTube, personal data may be processed, in particular IP address, device information, referrer URL as well as information about viewed videos. Cookies may be set unless the "Privacy Enhanced Mode" is activated. A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy. The legal basis is Art. 6(1)(a) GDPR (consent).
Further information on data protection at Google can be found at:
https://policies.google.com/privacy?hl=en
https://policies.google.com/technologies/cookies?hl=en

**Conversion Linker (Google):**
We use the service Conversion Linker of Google Ireland Limited, Gordon House, Barrow Street, Dublin, Ireland. Conversion Linker stores click data in order to measure conversions and to enable correct attribution between an advertisement and a subsequent action on our Website. Cookies and local storage may be used for this purpose. The following data may be processed in particular: IP address, usage data, visited pages, referrer URL, click path, clicks as well as cookie information. A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy. The legal basis is Art. 6(1)(a) GDPR (consent).
Further information on data protection at Google can be found at:
https://policies.google.com/privacy?hl=en
https://policies.google.com/technologies/cookies?hl=en

**DoubleClick Ad (Google):**
We use DoubleClick Ad, provided by Google Ireland Limited, Dublin, Ireland. DoubleClick serves to provide relevant advertising as well as to create campaign reports. Cookies are used in order to recognise users. The following data may be processed in particular: browser information, IP address, click path, cookie information, demographic data, device identifiers, location information as well as interaction data. A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy. The legal basis is Art. 6(1)(a) GDPR (consent).
Further information on data protection at Google can be found at:
https://policies.google.com/privacy?hl=en
https://policies.google.com/technologies/cookies?hl=en

**Facebook Pixel and Conversions API (Meta):**
We use the Facebook Pixel as well as the Conversions API, provided by Meta Platforms Ireland Ltd., 4 Grand Canal Square, Dublin, Ireland. The pixel and the API serve the analysis of user behaviour, the measurement of conversions, retargeting as well as the personalisation of advertising on Meta platforms (Facebook/Instagram). Cookies and pixel technologies are used for this purpose. In addition, we transmit so-called offline conversions via the server-side Conversions API. Provided that an enquiry made via our Website is internally assessed as relevant for our target group

(lead qualification), we subsequently transmit this information to Meta in order to target our campaigns more effectively. In this context, in particular the click identifier of the advertisement (Meta Click ID), the type and time of the conversion, as well as email addresses and telephone numbers in pseudonymised (hashed) form are transmitted server-side to Meta. Meta matches the hashed data with existing user accounts in order to attribute the conversion to the respective advertisement. Furthermore, in particular IP address, pixel ID, cookie information, device information, browser data, usage data, referrer URL, interaction data as well as location information may be processed. A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy. The entire data processing, including the server-side data transmission, takes place exclusively if you have given your consent in the cookie banner. The legal basis is Art. 6(1)(a) GDPR (consent).
Further information on data protection at Facebook can be found at:
https://www.facebook.com/privacy/explanation
https://www.facebook.com/policies/cookies

**Google Ads:**
We use Google Ads, provided by Google Ireland Limited, Dublin, Ireland. Google Ads enables the placement of advertisements and the evaluation of advertising effectiveness. Cookies and tracking pixels may be used for this purpose. In addition, we use enhanced conversion tracking (so-called offline conversions) via a server-side API connection. Provided that an enquiry made via our Website is internally assessed as relevant for our target group (lead qualification), we subsequently transmit this information to Google in order to target our campaigns more effectively. In this context, in particular the click identifier of the advertisement (Google Click ID), the type and time of the conversion, the consent status, as well as email addresses and telephone numbers in pseudonymised (hashed) form are transmitted server-side to Google. Google matches the hashed data with existing user accounts in order to attribute the conversion to the respective advertisement. Furthermore, in particular cookie ID, IP address, device information, search terms, interaction data, referrer URL as well as online identifiers may be processed. A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy. The entire data processing, including the server-side data transmission, takes place exclusively if you have given your consent in the cookie banner. The legal basis is Art. 6(1)(a) GDPR (consent).
Further information on data protection at Google can be found at:
https://policies.google.com/privacy?hl=en
https://policies.google.com/technologies/cookies?hl=en

**Google Analytics 4:**
We use Google Analytics 4, a web analytics service for analysing the use of our Website. The provider is Google Ireland Limited, Dublin, Ireland. Google Analytics enables us to evaluate the behaviour of visitors to our Website and to create statistical reports on the use of our Website. In particular, the following data may be processed: online identifiers, truncated IP address, device information, browser information, geographical location, interaction data, date and time of the visit, as well as information about the pages visited. A transfer of personal data to third countries (in particular to the USA) cannot be excluded. Further information on this can be found in the section "Transfers to Third Countries" of this Privacy Policy. The legal basis is Art. 6(1)(a) GDPR (consent).
Further information on data protection at Google can be found at:
https://policies.google.com/privacy?hl=en
https://policies.google.com/technologies/cookies?hl=en

## Registration and Login Area

### 13. Registration via the Website or App

For the use of certain functions of our Website or App, registration is required. In this context, we process the data provided by you during registration in order to set up and manage your user account and to enable you to use the respective services. Mandatory information is required in order to carry out the registration; without this information, the creation of an account is not possible.
Where this is necessary for the operation of the user account or for the implementation of important technical or organisational changes, we may contact you via the email address provided by you (e.g. in the case of security-related notices or changes to the platform).
The processing of the data entered during registration takes place for the performance of the user relationship and, where

applicable, for the initiation of further contracts pursuant to Art. 6(1)(b) GDPR. Your registration data are generally stored for the duration of the existence of your user account and are erased as soon as you delete your account or cancel the registration, provided that no statutory retention obligations or legitimate grounds prevent erasure.

### 14. AI Language Test

As part of the registration process, jobbers have the voluntary option to complete an AI-supported language test. The language test serves to provide a preliminary assessment of language proficiency and can help shorten the subsequent interview. When conducting the AI language test, the jobbers' responses are recorded as an audio recording and processed by an AI-supported system operated by Waterglass FlexCo, Börseplatz 1/3/6, 1010 Vienna, Austria. In addition to the voice, other personal data spoken by the jobbers may also be processed. Within the scope of conducting the language test, Waterglass is engaged as a processor.

The AI-supported system merely provides a preliminary assessment of language proficiency. The final classification is always made by an employee of InStaff & Jobs GmbH. Solely automated decision-making regarding the classification does not take place.

In addition, InStaff & Jobs GmbH and Waterglass FlexCo each store the audio recording under their own data protection responsibility for a maximum of six months and use it for analysis, error identification, further development, and improvement of the AI-supported language feature.

Processing is carried out on the basis of the jobbers' consent pursuant to Art. 6(1)(a) GDPR. Insofar as the data are processed by InStaff & Jobs GmbH for the purposes of a possible employment relationship, processing is additionally based on Section 26(2) BDSG.

Participation in the AI language test is voluntary. Jobbers who do not participate in the AI language test will suffer no disadvantages as a result. In this case, the subsequent interview may take correspondingly longer. Consent may be withdrawn at any time with effect for the future. Insofar as the withdrawal also relates to the independent processing by Waterglass FlexCo, it will be forwarded to Waterglass FlexCo. The lawfulness of the processing carried out up to the withdrawal remains unaffected by this. Information on withdrawing consent given can be found under Section 5.

### 15. Automated Review of Documents and Information

For the purpose of entering into and performing employment relationships, we may use automated processes to review certain documents submitted by you (e.g. certificates of enrolment or employment contracts), as well as information provided by you regarding the reasons why you seek fixed-term employment. The review is carried out using an AI-supported system on the basis of objective, pre-defined criteria. The outcome of the automated review is used to determine whether the supporting documents submitted or the grounds for fixed-term employment can be accepted for the purpose of entering into or performing an employment relationship or a specific type of employment. If a supporting document or a ground for fixed-term employment is not accepted, this may result in an employment relationship not being established, not being established in the desired form, or certain activities not being performed. Personal data are processed for the purpose of entering into and performing employment relationships, as well as for social-security classification purposes, on the basis of Section 26 (1) BDSG and Article 6 (1) (b) GDPR. Where a decision is made solely by automated means in an individual case, this is done on the basis of Article 22 (2) (a) GDPR, as the decision is necessary for entering into, or performance of, a contract between you and us. Pursuant to Article 22 (3) GDPR, you have the right to obtain human intervention on our part, to express your point of view, and to contest the decision.

### 16. Selective Publication of Personal Data of Jobbers

Jobbers have the possibility to make certain personal details within their profile voluntarily publicly visible. This may include in particular profile information such as a profile picture, details of previous professional experience, assignment reports or ratings. The publication serves to make the jobber's profile visible to potential business clients and to enable the placement of additional job offers.
Publication takes place exclusively where the jobber actively enables this function. The visibility of the data may be adjusted or deactivated at any time via the profile settings, so that the respective information is no longer publicly displayed.

The legal basis for publication is Art. 6(1)(a) GDPR (consent). The data remain publicly visible until consent is withdrawn or the corresponding setting is deactivated.

### 17. Ratings and Assignment Reports

On our platform, jobbers and business clients may publish ratings after an assignment. These may include, in particular, star ratings, free-text entries and a profile association and serve to promote transparency and quality assurance. Jobbers may also create assignment reports. Free-text ratings submitted by jobbers about business clients may be automatically reviewed, edited and translated into English using artificial intelligence. In doing so, spelling, grammar and sentence structure are corrected without altering the substantive meaning. In addition, content that does not have an evaluative character may be removed.

The creation and publication of ratings and assignment reports, as well as the AI-assisted processing of free-text ratings, take place within the framework of the user relationship pursuant to Art. 6(1)(b) GDPR and on the basis of our legitimate interest in the readability of contributions and the quality and trustworthiness of the platform pursuant to Art. 6(1)(f) GDPR.

Ratings and assignment reports are generally stored until they are deleted. If a user deletes their account, the ratings they have received are deleted together with their profile. Ratings submitted by the user generally remain, but are anonymised.

### 18. Disclosure of Jobber Data to Business Clients

Where a jobber applies for a job offer, the information stored in the profile or in the so-called "sedcard" is displayed to the respective business client for selection. This display takes place temporarily for the duration of the selection process.
In this context, the following data in particular may be transmitted: first name, profile pictures, educational qualification, language skills, outfit and measurement details, preferred locations of assignment, client ratings, a presentation text, as well as – where applicable – assignment images uploaded by the jobber from previous assignments. All information is independently provided and maintained by the jobber within the platform.
If a binding booking takes place or direct coordination for the execution of the job is required, additional contact details of the jobber (in particular email address and telephone number) may be transmitted to the respective business client in order to coordinate organisational details of the assignment. Furthermore, it may be necessary for us to contact the jobber in connection with the respective assignment by email or telephone.
The processing and disclosure of the data take place for the initiation and performance of a contractual relationship as well as for the placement of the respective assignment pursuant to Art. 6(1)(b) GDPR.

### 19. Internal Blocking Mark after Account Deletion

If a user account is deleted for justified reasons (e.g. in the case of violations of our terms of use or in the case of non-performance of agreed services), we may continue to process certain registration details in pseudonymised form in order to prevent renewed registration with the same data.
For this purpose, the email address used during registration and, where applicable, the mobile phone number may be processed by means of a cryptographic hash procedure using an additional random value ("salt") and stored exclusively in this technically generated form. Storage takes place without retention of the original plain-text data; inspection of or reconstruction of the underlying data is not intended and is technically not possible. The processing serves exclusively the technical detection of renewed registration attempts with identical input data.
The legal basis is Art. 6(1)(f) GDPR (legitimate interest in the security, integrity and reliability of our platform, in the protection of our business clients as well as in the prevention of economic damage caused by misuse or use contrary to contract).

### 20. Publication of Job Offers on Third-Party Platforms

For the successful filling of job offers, it may be necessary for us to additionally publish job offers of business clients on external third-party platforms. In this context, only the content of the job offer is published, in particular the job description as well as framework data such as start date, end date, location and working hours. Contact details or other personal data of the business client or of a contact person are not published in this context.
Business clients are obliged not to enter any personal contact details or other information in the job description by which

individual persons could be identified.
Processing takes place for the placement and performance of our services pursuant to Art. 6(1)(b) GDPR. Where publication also serves to increase reach and to fill positions more efficiently, processing additionally takes place on the basis of Art. 6(1)(f) GDPR (legitimate interest in effective placement and publication of job offers).

## Final Provisions

### 21. Amendments and Updates to this Privacy Policy

We reserve the right to amend, update or supplement this Privacy Policy at any time.