**Privacy Policy Template**

#

# **Note**

We provide the following template to support you in creating a privacy policy for your referral platform in compliance with the law. This merely represents a non-binding template that must be filled out and, if necessary, completed by you.

Please keep in mind that the responsibility for a legally correct privacy policy lies with you.

#

# **1 General**

CUSTOMER attaches great importance to the protection of your personal data. We believe it is important to inform you about which personal data we collect during the use of our referral platform, how these are used, and which configuration possibilities you have in this respect. The present Privacy Policy gives you answers to these questions.

## **1.1 Responsible body**

CUSTOMER has mandated Firstbird GmbH, Gertrude-Fröhlich-Sandner Straße 2-4, Spaces, Tower 9, 1100 Vienna (in the following Radancy) to set up a referral platform. CUSTOMER can invite its employees to register on this platform as Talent Scouts.

Radancymerely acts as a service provider for CUSTOMER and therefore only processes data on behalf of CUSTOMER and according to the requirements and instructions set out in a processing contract ([Art. 28 para. 3 GDPR](https://gdpr-info.eu/art-28-gdpr/)).

Therefore, the controller for the use of the referral platform in accordance with [Art. 4 para.7 GDPR](https://gdpr-info.eu/art-4-gdpr/) is CUSTOMER, CUSTOMER ADDRESS. Any questions or suggestions in connection with data protection can be sent by email to the address CUSTOMER EMAIL ADDRESS.

## **1.2 Your rights**

According to the EU General Data Protection Regulation (GDPR), you have the following rights as data subject:

* Right of access ([Art. 15 GDPR](https://gdpr-info.eu/art-15-gdpr/))
* Right to rectification or erasure ([Art. 16/ Art. 17 GDPR](https://gdpr-info.eu/art-16-gdpr/))
* Right to restriction of processing ([Art. 18 GDPR](https://gdpr-info.eu/art-18-gdpr/))
* Right to data portability ([Art. 20 GDPR](https://gdpr-info.eu/art-20-gdpr/))
* Right to object to processing ([Art. 21 DSGVO](https://gdpr-info.eu/art-21-gdpr/))

In addition, you have the right to lodge a complaint with a supervisory authority against the processing of your personal data in our company.

## **1.3 Definitions**

The terms explained below will be mentioned in this Privacy Policy.

**Customer**: The company (your employer) that mandated Radancy.

**User**: All Talent Scouts, Recruiters, Company Administrators, and applicants.

**Domain**: Each customer will receive their own *Radancy* company account with a unique domain. The latter is necessary to reach the Radancycompany account on the Internet. Example: https://CUSTOMER-DOMAIN.1brd.com

**Location**: During registration, each Talent Scout, Recruiter, and Company Administrator may choose a location. For more information on the purpose of this location, go to the following [link](https://get.firstbird.help/hc/en-us/articles/115000390605-Profile?flash_digest=4879c8affe379ad53449cea6daad93ea6ce7216c#scroll_id_Profil) in the *Radancy* Help Center.

**Department**: During registration, each Talent Scout, Recruiter, and Company Administrator may choose a department. For more information on the purpose of this department, go to the following [link](https://get.firstbird.help/hc/en-us/articles/115000390605-Profile?flash_digest=4879c8affe379ad53449cea6daad93ea6ce7216c#scroll_id_Profil) in the *Radancy* Help Center.

**Talent Scout:** It is at the discretion of the Customer to decide who to invite to *Radancy* as a Talent Scout. Talent scouts can be the Customer's own employees or/and people outside the company.
Example: Former employees, friends, business partners, students, etc.

**Incognito mode:** The activities of Talent Scouts, Recruiters, and Company Administrators are visible in the *Radancy* company account. If a Talent Scout wishes to use Radancydiscreetly, he can activate the "Incognito Mode", rendering him invisible for other Talent Scouts. For more details on this topic, go to the following [link](https://get.firstbird.help/hc/en-us/articles/115000390605-Profile#scroll_id_InkognitoModus) in the Help Center.

**Application:** As soon as someone applies for a job shared by a Talent Scout, it is considered an application.

**Referral:** A referral is different from an application in that a referral can be made directly by a Talent Scout. For a detailed description, go to the following [link](https://get.firstbird.help/hc/en-us/articles/115000383389-Referral-Process#scroll_id_Empfehlung).

**Level: T**alent Scouts, Recruiters, and Company Administrators collect points for their activities. Once they reach a certain number of points, they climb to the next level. For an overview of the points and levels, got to the following [link](https://get.firstbird.help/hc/en-us/articles/115000394965-Rewarding#scroll_id_Punkte).

**Rating**: Recruiters and Company Administrators can (voluntarily) value candidates with Plus Points from 1 to 3. For more details on this topic, go to the following [link](https://get.firstbird.help/hc/en-us/articles/115000442685-Referral-Management#scroll_id_EmpfehlungBewerten).

**Feedback**: A Talent Scout can support an applicant and/or his referral with his (voluntary) feedback. For more information on the contents of this feedback, go to the following [link](https://get.firstbird.help/hc/en-us/articles/115000383389-Referral-Process#scroll_id_Feedback) in the Help Center.

**Reward**: Talent Scouts can receive rewards from the company as a remuneration or as a thank-you for successful hires or/and achieved levels. The customer always decides whether such rewards will be in cash or in kind. Some customers do not offer any rewards. For more information on reward management at Radancy, go to the following [link](https://get.firstbird.help/hc/en-us/articles/115000394965-Rewarding).

**Statistics**: Recruiters and Company Administrators have a statistical overview in their *Radancy* account, which describes various actions in their *Radancy* company account. There is an overview for [Recruiters](https://get.firstbird.help/hc/en-us/articles/115000430689-Statistics) and a slightly more detailed overview for [Company Administrators](https://get.firstbird.help/hc/en-us/articles/115000449605-Statistics). In addition, there is the Leaderboard, which is the same for Talent Scouts, Recruiters, and Company Administrators. For more details, go to the following [link](https://get.firstbird.help/hc/en-us/articles/115000394965-Rewarding#scroll_id_Leaderboard). Moreover, each *Radancy* user has individual user statistics on his/her start page that display the totals of his/her activities.

**Usage data:** These are personal data of a user. The Privacy Policy contains information about which usage data is collected by *Radancy*, when, and in what context.

**Cookie**: Cookies are text files which are stored by the visited website on the user's computer via the Web browser. Section “Supplement to Data Protection Declaration by *Radancy*“ contains information about which cookies are used at *Radancy*, when, and in what context.

**Local Storage:** The Local Storage technology, which is used in addition to cookies, stores data locally in the browser's cache, which remain available and can be read after the browser window is closed - provided that the cache is not deleted. For more information on how data in the Local Storage are used, read the "Supplement to Data Protection Declaration by *Radancy*".

**Plug-in:** A plug-in is an optional software component that enhances or modifies an existing software. Section "Supplement to Data Protection Declaration by *Radancy*" contains information about which plug-ins are used at *Radancy*, when, and in what context.

**Personal data:** This is any information concerning an identified or identifiable person. Such information includes, e.g. first name, last name, email address, IP address.

**Processing**: This refers to an operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Controller**: Refers to a natural or legal person, public authority, agency or other body which alone or jointly with others determines the purposes and means of the processing of personal data.

**Consent**: Refers to any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

**Minors**: This refers to children (applicants or Talent Scouts) within the meaning of [Article 8 GDPR](http://www.privacy-regulation.eu/en/article-8-conditions-applicable-to-child%27s-consent-in-relation-to-information-society-services-GDPR.htm), who are below the age of 16 years and their personal data may only be processed if and to the extent that consent is given by the holders of parental responsibility over the child (usually the parents).

[CAN BE DELETED IF YOU DID NOT ACTIVATE THE REWARD SHOP]

**Reward shop:** When using the [reward shop](https://get.firstbird.help/hc/en-us/articles/360002145217-Reward-Shop), Talent Scouts can collect “*Radancy* coins” for all referral activities. These can then be redeemed for rewards directly in Radancy.

**Coins:** Talent Scouts will receive points for [various activities](https://get.firstbird.help/hc/en-us/articles/115000394965-Rewarding#points). These points can be exchanged for *Radancy* coins in the [reward shop](https://get.firstbird.help/hc/en-us/articles/360002145217-Reward-Shop). Provided enough of them were collected, the Talent Scout can use these *Radancy* [coins to acquire rewards](https://get.firstbird.help/hc/en-us/articles/360002145217-Reward-Shop).

# **2 Which data are collected and how are they used?**

## **2.1 General**

The subject-matter of data protection are personal data.

## **2.2 Information for employees of CUSTOMER and applicants**

### 2.2.1 Data processing for Talent Scouts

#### 2.2.1.1 User data of Talent Scouts

What it is about: As Talent Scouts, employees are invited by CUSTOMER to disseminate information about certain open jobs and to recommend potential applicants. This is done through CUSTOMERS' *Radancy* company account. There, Talent Scouts can [share and disseminate jobs](https://get.firstbird.help/hc/en-us/articles/115000391985-Jobs#scroll_id_Jobteilen) through various channels (e.g. via social networks, via WhatsApp, or via email). In order to be able to use the referral platform, Talent Scouts must first register on the *Radancy* referral platform.

The following data will be processed within the platform as part of the registration and in "[My Settings](https://get.firstbird.help/hc/en-us/articles/115000390605-Profile)" with the Talent Scout's consent ([Article 6 para. 1 lit. a GDPR](https://gdpr-info.eu/art-6-gdpr/)):

* First name,
* Last name,
* email address
* Profile photo\*
* System language
* Location
* Department
* Employee ID\*
* Time zone

\*Not obligatory

Visibility of data: Part of the aforementioned data (first name, last name, profile photo, location, department) will be made available to all registered users within a *Radancy* account. They are visible for the responsible Recruiters, Company Administrators, and all other registered Talent Scouts of the company. In addition, part of the data (first name, last name, profile photo) is visible for potential applicants who click on a job that was previously shared by a Talent Scout via email, link, or a social network.

If a Talent Scout does not wish to have such visibility, he can activate the "[Incognito Mode](https://get.firstbird.help/hc/en-us/articles/115000390605-Profile#scroll_id_InkognitoModus)".

#### 2.2.1.2 Statistics

#### 2.2.1.2.1 Personal user statistics

What it is about: Talent Scouts also consent to their personal user statistics being collected as part of the dissemination and referral process. As a result, the implemented actions are stored and made visible for the users in the *Radancy* company account.

The following statistics are displayed in numbers by the *Radancy* referral platform above the "Activity Stream" (on the start page in the *Radancy* account):

* Number of jobs shared by the Talent Scout
* Number of applications generated by the Talent Scout
* Number of applicants referred by the Talent Scout
* Number of three-star ratings of the Talent Scout for a referral/application
* Number of hired referrals/applications of the Talent Scout
* Total collected points
* Current level

Visibility of data: These personal statistics are only visible for the respective Talent Scout.

##### 2.2.1.2.3 Talent Scout overview

What it is about: All Talent Scouts registered in the *Radancy* company account are listed in the Talent Scout overview. The following statistics are displayed for each Talent Scout:

* First name and last name
* Profile photo
* The current level of the Talent Scout
* Location of the Talent Scout
* Department of the Talent Scout

Visibility of data: These statistics are visible for all Talent Scouts in the *Radancy* company account.

If a Talent Scout does not wish to have such visibility, he can activate the "[Incognito Mode](https://get.firstbird.help/hc/en-us/articles/115000390605-Profile#scroll_id_InkognitoModus)".

##### 2.2.1.2.4 Leaderboard

What it is about: Talent Scouts also consent to their personal success statistics being collected as part of the dissemination and referral process. As a result, their activities and achievements are stored and made visible for other users.

The following achievement statistics are processed by the *Radancy* referral platform and displayed in the *Radancy* account in the Leaderboard and in the Talent Scout overview:

* Total of points in the referral programme
* Level resulting from the total of points
* Ranking resulting from the total of points compared to all other Talent Scouts registered in this account

Visibility of data: These achievement statistics are visible for all registered users within an account.

If a Talent Scout does not wish to have such visibility, he can activate the "[Incognito Mode](https://get.firstbird.help/hc/en-us/articles/115000390605-Profile#scroll_id_InkognitoModus)".

#### 2.2.1.3 Reward management

What it is about: Talent Scouts also give their consent to personal information being collected for the [reward management](https://get.firstbird.help/hc/en-us/articles/115000394965-Rewarding#scroll_id_Prmienmanagement) as part of a referral successfully generated by them. This stores and renders visible the due reward for the Talent Scout.

The following information is processed by the *Radancy* referral platform and displayed in the Talent Scout's *Radancy* account under "[My Rewards](https://get.firstbird.help/hc/en-us/articles/115000394965-Rewarding#scroll_id_Prmienmanagement)":

* Description of the reward
* Title of the job for which the referral was hired
* Name of the responsible recruiter
* Name of the referral
* Due date for reward

Visibility of data: The information on due rewards is visible only for the [Talent Scouts](https://get.firstbird.help/hc/en-us/articles/115000394965-Rewarding#scroll_id_Prmienmanagement), [Recruiters](https://get.firstbird.help/hc/en-us/articles/115000428489-Rewarding#scroll_id_Prmienmanagement) and [Company Administrators](https://get.firstbird.help/hc/en-us/articles/115000449165-Rewarding#scroll_id_Prmienmanagement) involved.

#### 2.2.1.4 Reward shop

[2.2.1.4 CAN BE DELETED IF YOU DID NOT ACTIVATE THE REWARD SHOP. PLEASE ADJUST THE NUMBERING WHEN YOU DELETE THIS PARAGRAPH.]

What it is about: In addition to the “basic” functions mentioned in 2.2.1.1, Talent Scouts can take advantage of the possibility to redeem their collected *Radancy* coins at the *Radancy* Reward Shop.

The following registration data of the Talent Scout will be processed:

* First name,
* Last name,
* email address
* Location
* Department
* Employee ID\*

\*Not obligatory

Visibility of data: Following the redemption of the collected *Radancy* coins, the data and the information about the redeemed coins will be sent to the email address registered by CUSTOMER for verification. After a positive verification, the Talent Scout will receive the chosen reward.

#### 2.2.1.5 Social media

What it is about: When connected to a social network, it is possible - with the Talent Scout's consent - to share a job through the *Radancy* referral platform on behalf of the Talent Scout in the newsfeed of the respective network (e.g. Facebook, linkedIn, Twitter, Xing).

This connection only serves to share jobs on behalf of the Talent Scout. *Radancy* does not send any personal information to the social networks.

Visibility of data: No one else but the user himself can see which social networks the Talent Scout is connected to. *Radancy* can also be used without a connection to a social network.

#### 2.2.1.6 Minors

Minor Talent Scouts may not create a Talent Scout account at https://CUSTOMER-DOMAIN.1brd.com without consent by the holders of parental responsibility. If an account was created without the latters’ consent, CUSTOMER must immediately delete the account.

#### 2.2.1.7 Right to withdraw consent

Talent Scouts can withdraw a consent once given for the processing of their personal data at any time for any future actions. To do so, they can turn to CUSTOMER ADMIN, CUSTOMER EMAIL ADDRESS via email or use the above-mentioned contact details. Alternatively, Talent Scouts can delete their *Radancy* account themselves in "[My Settings](https://get.firstbird.help/hc/en-us/articles/115000390605-Profile#scroll_id_MeinenAccountlschen)".

### 2.2.2 Data processing for Recruiters and Company Administrators

What it is about: Recruiters and Company Administrators ("job providers") are responsible for the management of the *Radancy* company account. They invite Talent Scouts, create jobs, and administer the referrals. In order to do so, they must first register with the *Radancy* referral platform.

The following data will be processed within the platform as part of the registration and in "[My Settings](https://get.firstbird.help/hc/en-us/articles/115000389885-Profile)" with the Recruiter's or Company Administrator's consent ([Article 6 para. 1 lit. a GDPR](https://gdpr-info.eu/art-6-gdpr/)):

* First name, last name
* email address
* Profile photo\*
* System language
* Telephone number\*
* Location
* Department
* Employee ID\*
* Time zone

\*Not obligatory

Visibility of data: Part of the aforementioned data (first name, last name, profile photo, location, department) will be made available to all registered users within a *Radancy* account. They are visible for the users of the referral platform (other Recruiters, Administrators, and Talent Scouts).
In addition, part of the data (first name, last name, profile photo) is visible for potential applicants who click on a job that was previously shared by a Recruiter or Company Administrator via email, link, or a social network.

#### 2.2.2.1 Reward management

What it is about: In addition to the user and job management, the tasks of Recruiters and Company Administrators also include reward management. Once a referral by a Talent Scout is hired, the due reward is stored and made visible for Recruiters and Company Administrators for approval in the menu "Rewards".

The following information is processed by the *Radancy* referral platform and displayed for Recruiters and Company Administrators in the menu "[Rewards](https://get.firstbird.help/hc/en-us/articles/115000428489-Rewarding#scroll_id_Prmienmanagement)":

* Description of the reward
* Title of the job for which the referral was hired
* Name of the responsible recruiter
* Name of the Talent Scout
* Name of the referral
* Due date for reward

Visibility of data: The information on due rewards is visible only for the [Talent Scouts](https://get.firstbird.help/hc/en-us/articles/115000394965-Rewarding#scroll_id_Prmienmanagement), [Recruiters](https://get.firstbird.help/hc/en-us/articles/115000428489-Rewarding#scroll_id_Prmienmanagement) and [Company Administrators](https://get.firstbird.help/hc/en-us/articles/115000449165-Rewarding#scroll_id_Prmienmanagement) involved.

#### 2.2.2.2 Reward shop

[2.2.2.2 CAN BE DELETED IF YOU DID NOT ACTIVATE THE REWARD SHOP. PLEASE ADJUST THE NUMBERING WHEN YOU DELETE THIS PARAGRAPH.]

What it is about: In addition to the “basic” functions mentioned in 2.2.2, Recruiter and Company Administrator can take advantage of the possibility to redeem their collected *Radancy* coins at the *Radancy* Reward Shop.

The following registration data of the Recruiter or Company Administrator will be processed:

* First name,
* Last name,
* email address
* Location
* Department
* Employee ID\*

\*Not obligatory

Visibility of data: Following the redemption of the collected *Radancy* coins, the data and the information about the redeemed coins will be sent to the email address registered by CUSTOMER for verification. After a positive verification, the Recruiter or Company Administrator will receive the chosen reward.

#### 2.2.2.3 Right to withdraw consent

Recruiters and Company Administrators can withdraw a consent once given for the processing of their personal data at any time for any future actions. To do so, Recruiters and Company Administrators can turn to CUSTOMER ADMIN, CUSTOMER EMAIL ADDRESS via email or use the above-mentioned contact details. Alternatively, they can delete their user account directly in"[My Settings](https://get.firstbird.help/hc/en-us/articles/115000389885-Profile#scroll_id_MeinenAccountlschen)".

### 2.2.3 Data processing for applicants

#### 2.2.3.1 Applicant's data

What it is about: Once a Talent Scout shows a vacancy to a potential applicant, the latter can apply for the job through the *Radancy* referral platform. As soon as a potential applicant opts to apply for a job through the *Radancy* referral platform, the following data are processed subject to his or her prior consent ([Article 6 para.1 lit a GDPR](https://gdpr-info.eu/art-6-gdpr/)):

* First name, last name
* email address
* Application photo (extra file)\*
* Phone number\*
* Application documents (resume incl. application photo, motivation letter, certificates, etc.)\*\*
* Application photo
* Link to public profile on linkedIn or Xing\*

\*Not obligatory

[\*\* FIELD TO BE FILLED BY CUSTOMER INDICATING WHETHER MANDATORY OR NOT]

Visibility of data: In case of an application, the data collected will be made available to the company responsible for the vacancy. The data are visible for all Recruiters and Administrators. In addition, part of the data (first name, last name, profile photo) is visible for the Talent Scout who previously shared the job for which the applicant applied via email, link, or a social network.

#### 2.2.3.2 Referral data about applicants

What it is about: In addition, applicants give their consent that so-called referral data are also processed through the *Radancy* referral platform. These are data collected by Talent Scouts from the applicants as part of the referral process.

Talent Scouts can provide the following referral data:

* [Type of referral](https://get.firstbird.help/hc/en-us/articles/115000383389-Referral-Process#scroll_id_Feedback) (referral, neutral, no referral),
* Connection (personal/professional) between applicant and Talent Scout,
* [Reason for referral.](https://get.firstbird.help/hc/en-us/articles/115000383389-Referral-Process#scroll_id_Feedback)

Visibility of data: The referral data with regard to the applicant provided by the Talent Scout will be made available exclusively to the Recruiters and Company Administrators of the company for the purpose of processing the application.

#### 2.2.3.3 Rating data about applicants

What it is about: In addition, applicants give their consent that so-called rating data are also processed through the *Radancy* referral platform. These are data collected by Recruiters with regard to applicants as part of the rating process.

Recruiters can provide the following rating data about applicants:

* [Rating by Recruiter](https://get.firstbird.help/hc/en-us/articles/115000442685-Referral-Management#scroll_id_EmpfehlungBearbeiten) (\*, \*\*, \*\*\*),
* [Hiring of applicant](https://get.firstbird.help/hc/en-us/articles/115000442685-Referral-Management#scroll_id_EmpfehlungEinstellen) or
* [Rejection of applicant with corresponding reason](https://get.firstbird.help/hc/en-us/articles/115000442685-Referral-Management#scroll_id_EmpfehlungSchlieen).

Visibility of data: The rating data about applicants are made available to the Recruiters and Company Administrators of a company for historical traceability purposes. In addition, the Talent Scout responsible for the application of the applicant will be informed about the applicant's rating and application status.

#### 2.2.3.4 Hiring of an applicant

What it is about: In addition, applicants give their consent that data on a hired referral are also processed through the *Radancy* referral platform. These are data collected by Recruiters with regard to applicants as part of the hiring process.

The following information is provided by Recruiters as part of a hire:

* expected first day at work (date)
* whether a reward is due for the Talent Scout

Visibility of data: The hiring data of applicants are made available to the Recruiters and Company Administrators of a company for historical traceability and reward management purposes. In addition, the Talent Scout responsible for the application of the applicant will be informed about the applicant's hiring.

The storage duration of an applicant's data is described in section "2.4 How long do we keep your data?".

*Note: In case of a hire, communication with the applicant does not take place through the Radancy referral platform.*

#### 2.2.3.5 Closing of an applicant

What it is about: In addition, applicants give their consent that data on the closing (termination) of their application are also processed through the *Radancy* referral platform. These are data collected by Recruiters with regard to applicants as part of the closing process.

In the event of a closing, Recruiters can choose from one of the following reasons for rejection:

* We are already in touch with the candidate
* We have rejected the candidate
* The candidate has withdrawn the application
* We will keep the candidate on file
* [The application is not valid](https://get.firstbird.help/hc/en-us/articles/115000442685-Referral-Management#scroll_id_UngltigeEmpfehlungPunktezurcknehmen)

Visibility of data: The closing data of applicants are used by Recruiters and Company Administrators of a company for historical traceability purposes. In addition, the Talent Scout responsible for the application of the applicant will be informed about the closing of the applicant and the reason selected for the rejection.

The storage duration of an applicant's data is described in section "2.4 How long do we keep your data?".

*Note: In the event of a closing, communication with the applicant does not take place through the Radancy referral platform.*

#### 2.2.3.6 Reward management

What it is about: In addition, applicants give their consent that information is processed through the *Radancy* referral platform as part of their hiring process for reward management purposes. This stores and renders visible the due reward for the Talent Scout.

The following personal information is processed by the *Radancy* referral platform and displayed under "[My Rewards](https://get.firstbird.help/hc/en-us/articles/115000394965-Rewarding#scroll_id_Prmienmanagement)" in the *Radancy* account of the Talent Scout who referred the applicant:

* Description of the reward
* Title of the job for which the referral was hired
* Name of the responsible Recruiter
* Name of the applicant
* Due date for reward

Visibility of data: The information on due rewards is visible only for the [Talent Scouts](https://get.firstbird.help/hc/en-us/articles/115000394965-Rewarding#scroll_id_Prmienmanagement), [Recruiters](https://get.firstbird.help/hc/en-us/articles/115000428489-Rewarding#scroll_id_Prmienmanagement) and [Company Administrators](https://get.firstbird.help/hc/en-us/articles/115000449165-Rewarding#scroll_id_Prmienmanagement) involved.

#### 2.2.3.7 Minor applicants

In the case of minor applicants, we require the consent of the holders of parental responsibility. Without this consent, CUSTOMER may not process the application but is obliged to delete the application documents.

#### 2.2.3.8 Right to withdraw consent

Applicants can withdraw a consent once given for the processing of their personal data at any time for any future actions. To do so, applicants can turn to CUSTOMER ADMIN, CUSTOMER EMAIL ADDRESS via email or use the above-mentioned contact details.

### 2.2.4 General usage data and achievement statistics

What it is about: [General usage data and achievement statistics](https://get.firstbird.help/hc/en-us/articles/115000449605-Statistics) are data processed through the achievement and dissemination activities within the *Radancy* company account. These data enable CUSTOMER to obtain an overview of the success of its own search for talents, and to make a better use of the *Radancy* referral platform.

* Total of shared jobs and distribution among social networks
* Total of generated applications
* Total of referrals made
* Total of applications rated with \*, \*\*, and \*\*\*
* Total of closed and hired applications
* Total of invited and registered users
* Number of Talent Scouts per location and department

Visibility of data: These general usage and achievement statistics are visible for [Recruiters](https://get.firstbird.help/hc/en-us/articles/115000430689-Statistics) and [Company Administrators](https://get.firstbird.help/hc/en-us/articles/115000449605-Statistics) within a *Radancy* company account, who use them as an overview of the activities and the efficacy of their referral network.

### 2.2.5 General information on the use of external social networks

What it is about: Talent Scouts, Recruiters, and Company Administrators who are invited by CUSTOMER to the respective *Radancy* company account can share jobs via social networks.

For this purpose, as soon as you have chosen a social network with the “Share” button, you will be redirected to the website of the respective network, where you must log in before you can share the job.

For more detailed information, please contact the respective provider who invited you to the referral programme that you (wish to) use.

For more information about sharing jobs at *Radancy*, go to the following [link](https://get.firstbird.help/hc/en-us/articles/115000391985-Jobs#job_share).

## **2.3 How long do we keep your data?**

### 2.3.1 Users' data (Talent Scouts, Recruiters, and Administrators)

The data of the user will be deleted where they are no longer necessary for the purposes mentioned in this section. When users delete their account themselves, their profile is completely and finally removed. Where data need to be kept for statutory reasons, such data will be blocked. These data are subsequently no longer available for further use.

When employees leave CUSTOMER, their user data will be deleted within xx [MUST BE COMPLETED BY CUSTOMER] after the last working day.

External Talent Scouts can [delete their accounts themselves](https://get.firstbird.help/hc/en-us/articles/115000390605-Profile#Delete_My_Account) or ask for them to be deleted at EMAIL OF CUSTOMER.

[MUST BE COMPLETED BY CUSTOMER: WHAT HAPPENS TO THE USER DATA WHEN AN EMPLOYEE LEAVES THE COMPANY? WHAT HAPPENS TO USERS WHO ARE INACTIVE? WHEN ARE THEY DELETED?]

### 2.3.2 Applicants' data

As soon as they are no longer necessary for the purposes mentioned in this section, the data of the applicant will be deleted as follows:

* Closed applications: Will be automatically and irrevocably deleted from the *Radancy* company account after xx days [DEPENDS ON THE [ACCOUNT SETTINGS](https://get.firstbird.help/hc/de/articles/115000376885-Einstellungen)].
* Hires: Will be automatically and irrevocably deleted from the company account after the reward has been paid, i.e. at the latest on xx [DEPENDS ON THE [REWARD SETTINGS](https://get.firstbird.help/hc/en-us/articles/115000377285-Rewards) OF THE CUSTOMER].
* During the application process: At your request, the data can also be deleted during the application process. For this purpose, please send a corresponding email to EMAIL OF CUSTOMER containing your first name, last name, email address, and the job you applied for.

## **2.4 Which recipients are your data transferred to?**

The data are processed by *Radancy* on behalf of CUSTOMER. As a processor within the meaning of [Article 28 GDPR](https://gdpr-info.eu/art-28-gdpr/), *Radancy* is contractually obliged to process data only for the purposes determined by CUSTOMER (and not for its own, further purposes) and only on instruction from the CUSTOMER.

[TO BE FILLED OUT BY CUSTOMER IF 4.3.2 IS FILLED OUT: ARE PERSONAL DATA ALSO TRANSFERRED TO OTHER RECIPIENTS WITHIN THE EU?]

## **2.5 Are data transferred to a third country?**

[TO BE FILLED OUT BY CUSTOMER]

*Note: In* [*Article 13 para.1 lit f*](https://gdpr-info.eu/art-13-gdpr/)*, the GDPR requires information on any intended data transfer to a third country (countries outside the EU).*

The controller (customer) must provide several information items under this section:

– Basically, the controller must provide information as to whether it intends to transfer personal data to a third country or an international organization.

If the controller plans to do so, it must

– inform about the existence or absence of an adequacy decision by the Commission ([Art. 45 GDPR](https://gdpr-info.eu/art-45-gdpr/))

– or, if the transfer is made on the basis of suitable safeguards such as, for instance, standard data protection clauses ([Art. 46](https://gdpr-info.eu/art-46-gdpr/)) or binding corporate rules ([Art. 47](https://gdpr-info.eu/art-47-gdpr/)), or on the basis of compelling personal interests and appropriate safeguards in a specific situation ([Art. 49 para. 1 and subpara. 2](https://gdpr-info.eu/art-49-gdpr/)), the customer must make a reference to the appropriate or suitable safeguards and the means to obtain a copy of them or where they have been made available.

The GDPR therefore expressly requires transparency with regard to data transfers to third countries. This transparency also applies to service providers. Therefore, information must also be provided in connection with the involvement of service providers in third countries.

Especially when it is made on the basis of standard data protection clauses or binding corporate rules, an international transfer thus triggers additional notification requirements, since the controller must not only inform about such a transfer but also offer the means to obtain the corresponding documents either as paper copies or in an electronic format, or for reading on or downloading from a website.

Hence, it must be ensured that the method offered for obtaining these documents is feasible both in technical (text or download function is implemented on the website) and in organisational (the organisation is instructed to send a copy per surface mail or email upon request) terms.

## **2.6 Integrations [Optional]**

### 2.6.1 Slack integration

[MAY BE DELETED IF SLACK INTEGRATION IS NOT UTILIZED. YOU, AS AN ADMINISTRATOR, CAN CHECK THIS IN YOUR EMPLOYEE REFERRALS ACCOUNT. DETAILS CAN BE FOUND AT THE FOLLOWING LINK IN OUR HELP CENTER].]

Our Slack integration involves forwarding personal data to the configured workspace. *Radancy* sends the following information to Slack:

Public (in the “general” channel - visible for all *Radancy* employees)

* “Talent Scout” has registered.
* Yipiee! A new job was published: “Job title”
* “Job title” was closed.
* The referral from “Talent Scout” was hired as “Job title”.

Private (only visible for the concerned *Radancy* employee - Talent Scout or Recruiter)

* “Applicant” received feedback from “Talent Scout”.
* Well done! You have reached level 13.
* “Applicant” applied for “Job title” through your share. Support “Applicant” with your feedback!
* “Applicant” applied through a share by “Talent Scout”.
* “Job title” is waiting for your referrals.
* “Applicant” was hired by “Recruiter” as “Job title”.
* “Applicant” was rated by “Recruiter” with \*\*\*.
* “Applicant” was rated by “Recruiter” with \*\*.
* “Applicant” was closed by “Recruiter”. Reason: “Reason for rejection”

For more details on communication through Slack at *Radancy*, go to the following [link](https://docs.google.com/spreadsheets/d/1XcIHk4Klj_qym1CfQydmUFXFBha0QQzD879YPrxrCVE/edit?usp=sharing) in the Help Center of *Radancy*.

### 2.6.2 Integration with the applicant tracking system

[TO BE FILLED BY CUSTOMER IF THERE IS AN INTEGRATION WITH THE ATS. IF THERE IS NO INTEGRATION, THIS PARAGRAPH CAN BE DELETED.]

CUSTOMER assigned COMPANY NAME ATS, ADDRESS ATS, POSTAL CODE CITY ATS to establish an applicant tracking system to support its recruitment efforts.

COMPANY NAME ATS merely acts as a service provider for CUSTOMER and therefore only processes data on behalf of the latter and according to the requirements and instructions set out in a processing contract ([Art. 28 para. 3 GDPR](https://gdpr-info.eu/art-28-gdpr/)). In his case, CUSTOMER remains responsible for data processing.

#### 2.6.2.1 Transfer of data of Talent Scouts

What it is about: During the application process, Talent Scouts can provide their feedback on applications generated by them. This feedback will also be imported in the applicant tracking system of COMPANY NAME ATS and attributed to the respective applicant.

The following data will be automatically imported in the applicant tracking system of COMPANY NAME ATS:

* First name and last name
* Feedback (text message)

Visibility of data: The aforementioned data are made available in the applicant tracking system to all those Recruiters who have access to the corresponding job (depending on the department for which the job was posted).

#### 2.6.2.2 Transfer of data of applicants

What it is about: When an applicant applies for a job shared by a Talent Scout, the following data of the applicant are automatically imported in the applicant tracking system of COMPANY NAME ATS:

* First name and last name
* Email address
* Application photo\*
* Telephone number\*
* Application documents\*
* Link to public profile on LinkedIn or Xing\*

\*Not obligatory

Visibility of data: The aforementioned data are made available in the applicant tracking system to all those Recruiters who have access to the corresponding job (depending on the department for which the job was posted).

#### 2.6.2.3 How long do we store your data in the applicant tracking system of COMPANY NAME ATS?

##### 2.6.2.3.1 Storage duration of data of Talent Scouts

After completion of the application process, the data of the Talent Scout stored for the purposes mentioned in this section will be deleted as follows:

* Closed applications: These will be automatically and irrevocably deleted from the applicant tracking system of COMPANY NAME ATS after X months [MUST BE COMPLETED BY CUSTOMER DEPENDING ON THE VALUE STORED IN THE ATS SETTINGS.]
* Hires: Will be automatically and irrevocably deleted from the company account after the reward has been paid, i.e. at the latest on X [EXAMPLE: 1st WORKING DAY / MUST BE COMPLETED BY CUSTOMER DEPENDING ON THE VALUE STORED IN THE ACCOUNT SETTINGS AT *Radancy*. FOR MORE DETAILS ON THE REWARD MANAGEMENT, GO TO THE FOLLOWING [LINK](https://get.firstbird.help/hc/en-us/articles/115000377285-Rewards)].

##### 2.6.2.3.2 Storage duration of data of applicant

As soon as they are no longer necessary for the purposes mentioned in this section, the data of the applicant will be deleted as follows:

* Closed applications: These will be automatically and irrevocably deleted from the applicant tracking system of COMPANY NAME ATS after X months [MUST BE COMPLETED BY CUSTOMER DEPENDING ON THE VALUE STORED IN THE ATS SETTINGS.]
* Hires: Will be automatically and irrevocably deleted from the company account after the reward has been paid, i.e. at the latest on X [EXAMPLE: 1st WORKING DAY / MUST BE COMPLETED BY CUSTOMER DEPENDING ON THE VALUE STORED IN THE ACCOUNT SETTINGS AT *Radancy*. FOR MORE DETAILS ON THE REWARD MANAGEMENT, GO TO THE FOLLOWING [LINK](https://get.firstbird.help/hc/en-us/articles/115000377285-Rewards) IN THE HELP CENTER].
* During the application process: At your request, your data can also be deleted during the application process. For this purpose, please send a corresponding email to CUSTOMER EMAIL containing your first name, last name, email address, and the job you applied for.

## **2.7 Interaction with reCAPTCHA [Optional]**

[CAN BE DELETED IF YOU DID NOT ACTIVATE [reCAPTCHA IN THE ACCOUNT SETTINGS](https://get.firstbird.help/hc/en-us/articles/115000376885-Settings#recaptcha).]

To guarantee the safe operation of the referral platform, CUSTOMER uses the reCAPTCHA functions ([reCAPTCHA v2 and v3](https://developers.google.com/recaptcha/docs/versions)) of Google Ireland Limited, Gordon House, 4 Barrow St, Dublin, D04 E5W5, Ireland ("Google"). Using reCAPTCHA helps determine whether a specific entry on the referral platform is being made by a human or a computer.

reCAPTCHA v2 is used for protection against so-called email flooding. A checkbox titled "I am not a robot" appears when reCAPTCHA v2 launches. In most cases, a click will suffice for the user to be validated. In case of doubt, the user must also solve an image or, alternatively, an audio captcha.

CUSTOMER uses reCAPTCHA v3 to prevent manipulation attempts through so-called scripting. reCAPTCHA evaluates the behaviour of website visitors on the basis of various characteristics, and examines how users interact with the page or which areas of the website they visit. Based on this adaptive analysis, Google determines a score between 0.0 and 1.0 points. The higher the score determined by Google, the more likely it is that Google will classify the website visitor as a human. Analyses by Google reCAPTCHA v3 run completely in the background. Website visitors are not informed that an analysis is being carried out.

In addition, Google reCaptcha examines whether a Google cookie was stored in the browser. If this is not the case, a cookie is created, which stores the data collected during the analysis and forwards these to Google.

When using Google reCAPTCHA, personal data may be transferred to the servers of Google LLC. in the USA, and thus to a third country.

Data collected: These include IP address, date and duration of the visit to the website, recognition data of the type of browser and operating system used, Google account if the user is logged in to Google, screen and window resolution, installed browser plug-ins, and mouse movements/screen touches by the user.

Legal basis: According to [Article 6 para.1(1) lit.f GDPR](http://www.privacy-regulation.eu/en/article-6-lawfulness-of-processing-GDPR.htm), CUSTOMER has a justified interest in protecting the referral platform against abuse.

Place of processing: Europe, USA

Legal basis for data transfer: DPA available on the website of the operator and Standard Contractual Clausel.

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# **Supplement to Data Protection Declaration by Radancy**

Our service providers *Radancy*, whom we have instructed to set up the Referral Platform, make use of cookies and plug-ins in order to extend and improve their range of services, to provide support, and for the purposes of information. The party responsible for these tools is not the CUSTOMER, but *Radancy*.

Firstbird GmbH
Gertrude-Fröhlich-Sandner Straße 2-4, Spaces, Tower 9

1100 Wien
Email: hello.at@Radancy.com

The data protection officer at Radancycan be reached by email at referrals-privacy@Radancy.com

In the following, Radancyprovides you with an overview of these items:

* Automated collection of usage data,
* cookies,
* local storage and
* plugins that are used on the referral platform.

## **3 Automated collection of usage data**

When accessing the website https://CUSTOMER-DOMAIN.1brd.com, your Internet browser automatically transfers specific usage data for technical reasons. This so-called logfile information is stored separately from other data which you make available to us:

1. date, time, and duration of access,
2. browser type/version,
3. operating system used,
4. URL of the previously visited website,
5. amount of data transferred,
6. IP address (Internet protocol address),
7. name of the service provider,
8. names of the files accessed,
9. http status code (e.g. "The request has succeeded")
10. and URL of the Website accessed.

These data are technically necessary for us in order to make the functions of our referral platform available to you and to ensure stability and security (the legal basis is [Art. 6 para.1 lit. f GDPR](https://gdpr-info.eu/art-6-gdpr/)). We will store these data for a period of 30 days. Data that need to be kept for a longer period for evidence purposes will be exempted from erasure pending the final settlement of the respective incident.

# **4 Cookies and plug-ins**

## **4.1 Plug-ins**

### 4.1.1 Interaction with the Feature Request Widget (ProductBoard, Inc.) [Optional]

[CAN BE REMOVED IF CUSTOMER ASKS FOR IT TO BE DEACTIVATED.]

With this type of service, users can submit [enquiries](https://get.firstbird.help/hc/en-us/articles/115001321265-Request-a-new-Feature) directly via the recommendation platform to *Radancy* with regard to new functions, and check on enquiries which have already been made.

ProductBoard is a solution for visualising and tracking enquiries for new functions from customers and teams.

Data collected: email address, Feature Request (= message), Cookie and use data

Legal basis and justified interest: [Article 6 para.1 lit. f GDPR](https://gdpr-info.eu/art-6-gdpr/) We use ProductBoard in order to improve our product constantly, and to improve customer satisfaction too. This is where our justified interest lies in processing the data acquired.

Right of objection: If we process data on the basis of justified interest, you, as the person concerned, have the right, in consideration of the provisions of [Art. 21 GDPR](https://gdpr-info.eu/art-21-gdpr/), to object to the processing of personally-related data.

Place of processing: N. Virginia, US ([AWS US East 1](https://docs.aws.amazon.com/general/latest/gr/rande.html))

Legal basis for data transfer: DPA and EU Standard Contract.

## **4.2 Cookies and local storage**

Company name: *Radancy*

Details: The cookie allows for users who have already been on the Website to be recognised. This information is needed for Gamification models.

Cookie: birdly\_cid

Cookie Details: Recognition of users is possible by storing a UUID (Universally Unique Identifier, a randomly generated sequence of characters and numbers) in the cookie. No personal data will be acquired. The cookie will be automatically deleted after 365 days.

Link to Website: [www.Radancy.com](http://www.firstbird.com)

[CAN BE DELETED IF YOU DID NOT ACTIVATE [reCAPTCHA IN THE ACCOUNT SETTINGS](https://get.firstbird.help/hc/en-us/articles/115000376885-Settings#recaptcha).]
Provider: Radancy

Local Storage: cookiePolicyAccepted

Purpose: Stores the information that the user has agreed to cookies being set.

Legal basis: [Article 6 para.1 (1) lit f GDPR](http://www.privacy-regulation.eu/en/article-6-lawfulness-of-processing-GDPR.htm)

Justified interest: Obligation to demonstrate compliance

Period of storage: Until erasure by the user.