

With the implementation of an AI-based candidate matching solution, softgarden aims to highlight applications that meet the requirements of the respective job posting and identify potential matches between resumes and job postings based on the information provided. An anonymized dataset was used for machine learning. The development of the matching solution was carried out in coordination with softgarden's external data protection officer.

No automated actions are taken based on the matching results. The decision to further consider a candidate in the recruiting process, regardless of whether they have been marked as a match or not, is entirely up to the recruiter.

sg Match is an opt-in feature, meaning it is disabled by default. To activate it, the customer's administrator must enable the feature in the settings. Once activated, the privacy notices will be updated, and the use of AI will be highlighted.

After the privacy notices have been updated, all new applicants who acknowledge them will be eligible for sg Match. These applicants will then be automatically matched with the job they applied for. In contrast, applicants who were not able to acknowledge privacy notices containing the sg Match section will not be classified regarding their matching status to ensure that AI is not used without the applicant's knowledge.

If you have included individual privacy notices, you should add the following clause to them (e.g., as a new section 5.3.4):

5.3.4 Automated matching of applications <optional module>

Once your application has been sent to us, it is automatically analyzed using AI technology. This checks the extent to which your application matches the requirements in our job advert. If a high match is found, your application is automatically highlighted as an AI match in our recruiting software. Categorization as an AI match has no direct impact on our recruitment decision and, in particular, does not lead to automatic rejections if there is no match. Applications without an AI match will continue to be displayed in our system as usual. The primary purpose of this function is to give our recruiters a better overview of incoming applications.

The legal basis for the processing of your personal application data using AI is our legitimate interest in an efficient recruiting process in accordance with Art. 6 para. 1 letter f GDPR.

The AI system used is operated and independently developed by our processor, softgarden e-recruiting GmbH. Your personal data will not be passed on to other recipients.

Your personal data will be deleted according to the general deletion periods in the application process (see section 6 of this data protection information).'

When a candidate is identified as a match, they are visually highlighted in the recruiter's view with a distinctive frame and icon. This highlighting will be prominently visible in various areas, including

the global applicant list, the application details, and the applicant list within the job posting, making it easy for recruiters to identify these candidates. When hovering over the icon with the mouse, an explanatory text will be displayed.

Recruiters also have the option to filter the applicant list to display only those candidates identified as matches. However, this filter is deactivated by default, allowing recruiters to adjust their view as needed. The filter settings are user-specific. If a recruiter applies a filter and saves this view as a default setting, it will not automatically be adopted by other recruiters, thus preserving individual preferences.

Data deletion: Data deletion, in the form of full anonymization, will continue to take place within the time frames individually specified by the customer. If the customer chooses to use the AI solution, the anonymized applicant data will be used in the future to improve the solution.