

# **DATA PROTECTION DECLARATION**

All personal data will be handled in a confidential manner. Our data protection policy complies with the German Federal Data Protection Act (BDSG) and the General Data Protection Regulation (GDPR). Please find below information about the data protection details in our company.

## **CONTROLLER ACCORDING TO GDPR AND BDSG**

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## **1. THE REASONS FOR DATA RECORDING**

We record and process your data with the aim of setting up our website to give you the best possible service by facilitating easy access to our services.

## **2. WHICH DATA IS RECORDED, PROCESSED OR USED?**

### **2.1 VISITING OUR WEBSITE**

If you access our website, our servers automatically record information of a general nature, in particular for the purpose of maintaining functions and system security. The information recorded includes the type of browser used, the operating system used, the domain name of the Internet Service Provider, the connection data of the computer used (IP address, the website from which you are visiting us (Referrer-URL), the pages you visit on our website as well as the date and duration of the visit. We are unable to work out your identity from this data as the data is anonymised. This data is not merged with other data sources. The data's will be deleted after 7 days. The legal basis for the processing of your personal data is Art. 6 Para. 1 lit. f) DSGVO.

Our website is provided on our behalf by our service provider. Data processed on our website will thus be processed on our behalf on the servers of our service provider with whom a contract for order processing exists. Processing on servers of other service providers will only take place if this is expressly stated in this data protection declaration. Our service provider is located within a country of the European Union or the European Economic Area.

## **2.2 E-Mail oder Telephone-correspondence**

If you send us an e-mail or contact us by telephone, your e-mail address and the information provided to us via e-mail/telephone will only be used for correspondence with you. After completion of the correspondence, your e-mail address and the data provided to us will be deleted and no other use or disclosure to third parties will take place unless an administrative procedure or process is initiated. In the event that legal storage obligations conflict with this, the e-mail correspondence and all data transmitted to us will not be deleted within the period of the storage obligation.

The legal basis for the processing of your personal data is Art. 6 para. 1 lit. b) DSGVO when it comes to contacting you in the context of concluding a contract. In all other respects it is our legitimate interest to answer your inquiries, so that in this case Art. 6 para. 1 lit. f) DSGVO is the legal basis.

## **3. ERASURE**

Personal data will be erased or blocked as soon as it no longer needs to be saved. Data will also be blocked or deleted in those cases in which a storage period specified by a named standard expires, unless there is a need to continue to save the data for the purposes of entering into a contract or fulfilling a contract or if you have granted your consent thereto.

## **4. COOKIES**

Cookies are used to make it easier to use our websites and to offer website users what they want. This will, for example, save your details for the selection of a language or the contents of the shopping basket. Cookies are text files placed on your hard disc to identify your browser should you return to the website.

You can prevent cookies from being saved on your hard disc by adjusting the setting on your browser appropriately. Cookies already used may be deleted at any time. Your browser instructions will tell you how to delete cookies or prevent them from being saved. If you do not accept cookies, this may result in the use of our website being sub-optimal.

## **5. DATA SECURITY**

We make our website and other systems secure by taking technical and organisational measures to prevent loss, destruction, access, modification or dissemination of your data by unauthorised persons. Depending on the browser used, the data is transmitted using 256-bit TLS encryption. In spite of regular checks and on-going improvement of our security measures, it is not possible to offer full protection against all dangers.

## **6. APPLICATIONS**

We collect and process personal data of candidates (m/f/d) for the purpose of processing selection procedures carried out by us on behalf of our clients. The processing can also be carried out electronically. This is always the case if the candidate (m/f/d) submits application documents to us electronically, i.e. by e-mail. The legal basis for processing the data you provide for the above purposes is Art. 6 Para. 1 lit. f) DSGVO, if you give us your consent Art. 6 Para. 1 lit. a) DSGVO.

## **7. THE RIGHTS OF PERSONS AFFECTED**

If your personal data is processed, you will be the person affected within the meaning of GDPR and you will be entitled to the following rights against us:

### **7.1 RIGHT OF ACCESS**

You may request confirmation from us as to whether your personal data will be processed by us.

If we have processed your information you will be entitled to the following information:

- The purposes for which your personal data is to be processed;
- The categories of personal data which are to be processed;
- The recipient or the categories of recipients to whom your personal data has been disclosed or will be disclosed;
- The intended length of time over which your personal data will be stored or, if it is not possible to give a definitive response, the criteria upon which the length of time of storage will be decided;
- The existence of a right to correct or delete your personal information, of a right to restrict processing by the person responsible or the right to object to processing;
- The existence of a right to lodge a complaint with a supervisory authority;
- All available information about the source of the data if the personal data is not collected from the person to which it refers;

- The existence of an automatic decision making procedure including profiling in accordance with Article 22 Section 1 and 4 GDPR and – in these cases at least – meaningful information about the reasons involved as well as the extent of coverage and the impact sought with such processing for the person affected.

## **7.2 RIGHT TO RECTIFICATION**

You will be entitled to have your personal data rectified and/or completed, provided that the processed personal data is incorrect or incomplete. Rectifications must be carried out straight away.

## **7.3 RIGHT TO RESTRICTION OF PROCESSING**

Subject to the following preconditions you may request that the processing of your personal data is restricted:

- If you contest the accuracy of your personal data for a period of time, enabling the person responsible to check the accuracy of your personal data;
- The processing is unlawful and you refuse to have your personal data deleted and instead of which request that the use of your personal data is restricted;
- The personal data is no longer required for the purposes for which it is being processed, but is required to assert claims, exercise or mount a defence against legal claims, or
- If you have objected processing pursuant to Article 21 Section 1 GDPR pending the verification whether the legitimate grounds of the controller override yours.

If the processing of your personal data has been restricted, this data may – apart from being saved – only be processed with your consent or to assert or exercise mount a defence against legal claims or to protect rights of another natural person or legal entity or for reasons of an important public interest of the European Union or a member state.

If the processing has been restricted in accordance with the above preconditions, you will be informed by the person responsible prior to the restriction.

## **7.4 RIGHT TO ERASURE**

### **•ERASURE OBLIGATION**

You may request that your personal data is erased undue delay and we shall have the obligation to erase your personal data without undue delay where one of the following grounds applies:

- Your personal data is no longer necessary to the purposes for which they were collected or otherwise processed;
- You withdraw your consent on which the processing is based according to Article 6 Section 1 a) or Article 9 Section 2 a) GDPR and where there is no other legal ground for the processing;
- You object to the processing pursuant to Article 21 Section 1 GDPR and there are no overriding legitimate grounds for the processing, or you object to the processing pursuant to Article 21 Section 2 GDPR;
- Your personal data was processed unlawfully;
- Your personal data has to be erased for compliance with a legal obligation in the European Union or a Member State law to which we are subject;
- Your personal data was collected in relation to the offer of information society services referred to in Article 8 Section 1 GDPR.

#### • INFORMATION TO THIRD PARTIES

If the person responsible has made the personal data concerning you public and is obliged to delete them in accordance with Art. 17 para. 1 GDPR, he shall take appropriate measures, including technical measures, taking into account the available technology and the implementation costs, to inform the persons responsible for data processing who process the personal data that you, as the person concerned, have requested them to delete all links to this personal data or copies or replications of this personal data.

#### • EXCEPTIONS

You will not be entitled to have your personal data deleted if processing is necessary:

- To exercise your right to freedom of expression and information;
- For compliance with a legal obligation to which requires processing by the European Union or a member state which we are subject to or for the performance of a task carried out in the public interest or in the exercise of official authority vested in us;
- For reasons of public interest in the area of public health in accordance with Article 9 Section 2 h) and i) as well as Article 9 Section 3 GDPR;
- For archiving purposes in the public interest, scientific or historical research purposes or for statistical purposes in accordance with Article 89 Section 1 GDPR, insofar as the right referred to in Section a) is likely to render

impossible or seriously impair the achievement of the objectives of that processing, or

- For the establishment, exercise or defence of legal claims.

## **7.5 RIGHT TO NOTIFICATION**

If you have asserted your right to have the processing of your personal data corrected, deleted or restricted, we shall be obliged to inform all recipients to whom your personal data has been disclosed of this correction or deletion of data or restriction of processing unless it turns out to be impossible to do so or entails disproportionate expenditure. You shall be entitled to be informed of these recipients.

## **7.6 RIGHT TO DATA PORTABILITY**

You are entitled to receive your personal data you have provided us with in a structured, common format which can be read by computer. Besides which, you will be entitled to transfer this data to another responsible person without hindrance, provided that

- Processing is based upon consent in accordance with Article 6 Section 1 a) GDPR or Article 9 Section 2 a) GDPR or on a contract in accordance with Article 6 Section 1 b) GDPR and
- Processing takes place with the assistance of automated systems.

In exercising this right you will, moreover, be entitled to arrange for your personal data to be sent directly to another person responsible, provided that this is technically feasible. The freedoms and rights of other persons must not be impaired as a result thereof.

The right of data transferability shall not apply for processing personal data which is required for discharging a duty which is in the public interest or for exercising of public authority transferred to the person responsible.

## **7.7 RIGHT TO OBJECT**

You shall have the right to object on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on points (e) or (f) of Article 6 (1) GDPR, including profiling based on those provisions. We shall no longer process the personal data unless we demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.

You will have the option of exercising your right of objection in connection with the use of the services of the information company - regardless of the directive 2002/58/EC – by means of automated systems in which technical specifications are used.

## **7.8 RIGHT TO REVOKE THE DATA PROTECTION LAW DECLARATION OF CONSENT**

You will be entitled to revoke your declaration of consent provided for by German data protection law at any time. The lawful nature of the processing carried out up until revocation on the basis of consent granted shall not be affected by the revocation of consent.

## **7.9 AUTOMATED DECISION IN INDIVIDUAL CASES INCLUDING PROFILING**

You have the right not to be subject to any decision based solely on automated processing, including profiling, that has any legal effect on you or similarly significantly affects you. This does not apply if the decision

- is necessary for the conclusion or performance of a contract between you and the person responsible,
- is authorised by legislation of the Union or of the Member States to which the person responsible is subject and contains adequate measures to safeguard your rights and freedoms and your legitimate interests, or
- with your explicit consent.

However, these decisions may not be based on special categories of personal data pursuant to Art. 9 para. 1 GDPR, unless Art. 9 para. 2 lit. a) or g) GDPR applies and appropriate measures have been taken to protect the rights and freedoms as well as your legitimate interests.

## **7.10 RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY**

Without prejudice to any other administrative or judicial remedy, you shall have the right to complain to a supervisory authority, in particular in the Member State of your residence, place of work or place of presumed infringement, if you consider that the processing of your personal data is in breach of the GDPR.

The supervisory authority with which the complaint was lodged shall inform the complainant of the status and outcome of the complaint, including the possibility of a judicial remedy under Article 78 GDPR.