

**PRIVACY INFORMATION FOR CANDIDATES (M/F/D)
OUR HANDLING OF YOUR DATA AND YOUR RIGHTS
INFORMATION ACC. TO ART. 13, 14 AND 21
OF THE GENERAL DATA PROTECTION REGULATION (GDPR)**

With this privacy information, we inform you about the handling of your personal data according to the valid EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG) as well as about your rights.

1. Who is controller of the data processing and who may I contact?

Controller is:

HEIKE MAHLER + PARTNER EXECUTIVE SEARCH

Heike Mahler, Diploma Economics

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Contact person of the controller is Heike Mahler

2. Which sources and data do we use?

We process data that we collect from public networks (Xing, LinkedIn) as well as from telephone and e-mail communication with you, in particular from your submitted application documents. We receive the data either from the respective network via research agents or directly from you.

Specifically, we process the following data:

- Contact data (e-mail address, telephone number, address)
- Data related to the determination of your suitability for a job to be filled by our clients (date and place of birth, nationality, marital status, education, qualification, current activity and salary, salary expectations, etc.).

3. For which purpose do we process your data (purpose of processing) and on what legal basis?

In the following, we will inform you for what purpose and on what legal basis we process your data.

3.1. For the performance of contractual obligations (Art. 6 para. 1 lit. b GDPR)

We process your data to determine your suitability for a position to be filled with one of our clients.

We would like to evaluate all candidates (m/f/d) only according to their qualifications and therefore request that information about racial and ethnic origin, political opinions, religious or ideological convictions or labour union membership, genetic data, biometric data for the unequivocal identification of a natural person, health data or data on sex life or sexual orientation shall not be included in the application as far as possible.

3.2. Based on your consent (Art. 6 para. 1 lit. a GDPR)

If you give us your consent to the processing of personal data, the respective consent is the legal basis for the processing mentioned there. In particular, this concerns your possible consent to the further storage of the data in our applicant database in order to be able to consider your profile with future projects.

You can withdraw your consent at any time with effect for the future. The withdrawal is only effective for future processing.

4. Who receives my data?

A passing on of your data takes place only, as far as a legal basis permits this. A passing on to our clients takes place only after your previous information about the position to be occupied and the identity of the client. In addition, the following positions may receive your data:

- Processors used by us (Art. 28 GDPR), in particular in the area of IT services, which process your data for us in accordance with our instructions,
- Public bodies and institutions (e.g. tax authorities) in the event of a legal or official obligation.

5. How long will my data be stored?

If necessary, we process your personal data for the duration of a selection procedure. In addition, we store the data for any legal defence in proceedings under the General Equal Treatment Act (AGG) for a period of six months after any rejection of your application. If you also give us your consent to store your data for future projects, we will store your data until you withdraw your consent. In the case of an unsolicited application, we may store your data until you request its erasure.

6. Which privacy rights do I have?

Under the respective legal prerequisites you have the right
to information (Art. 15 GDPR, § 34 BDSG),
to correction (Art. 16 GDPR),
to erasure (Art. 17 GDPR, § 35 BDSG),
to restriction of processing (Art. 18 GDPR) and
to data portability (Art. 20 GDPR).

You also have the right to appeal to the responsible data protection supervisory authority (Art. 77 GDPR).

These claims and rights exist to the extent and in accordance with the provisions cited and may therefore be subject to restrictions.

7. Am I obliged to provide data?

As part of our projects, you only have to provide the personal data that is required for the decision on the conclusion of the employment relationship or which we are legally obliged to collect. Otherwise, we will not be able to consider your profile in the selection process.

8. To what extent is there an individual automated decision-making?

As a matter of principle, we do not use automated decision making pursuant to Art. 22 GDPR for the conclusion and performance of the business relationship. Should we use these procedures in individual cases, we will inform you separately if this is required by law.