

## Information acc. to Art. 13 General Data Protection Regulation for applicants (valid from 25th May 2018)

Compliance with data protection regulations is a high priority for our company. This document contains information about the collection of your personal data:

### Responsible office:

The company to whom you sent your application is responsible for data collection and processing.

### Data we require:

In the case of job applications, we process data that we require as part of the application. This could be contact data, any data connected to the application (CV, references, qualifications, responses to questions etc.), and any bank account data (to reimburse travel expenses). The legal base for this § 26 German Federal Data Protection Act.

### Data deletion:

Unless statutory storage periods are stipulated, data is deleted as soon as the data storage is no longer necessary and/or the legitimate interest for data storage no longer applies. This is usually the case six months after conclusion of the application process, if you are not recruited.

In some cases, some data may be store for a longer period (e.g. travel expense accounting). The storage duration then depends on the statutory storage duties, for instance the General Fiscal Law (6 years) of the Commercial Code (10 years).

If you are not recruited but your application is still interesting for us, we will ask you whether we may keep your application for consideration for future vacancies.

### Confidential treatment of your data:

Of course, we handle your data confidentially and do not transfer this data to third parties.

If necessary, we contract service providers, who are bound to strict instructions based on special order processing contracts, to help us in the IT field or with the archiving and destruction of documents.

### Your data protection rights:

As a data subject you have the right to information about any personal data relating to yourself and to demand the correction of any incorrect data or the deletion of data if one of the reasons stated in Art. 17 DSGVO apply, e.g. if the data is no longer required for the agreed purpose. The data subject also has the right to restrict processing, if one of the prerequisites stated in Art. 18 DSGVO apply, and has the right to data portability in the cases stated in Art. 20 DSGVO.

Each data subject has the right to complain to a supervisory body, if they believe that their personal data is not being processed in line with data protection provisions. In particular, the right to complain can be exercised with a supervisory body in the Member State in which the data subject resides or works or where the suspected breach took place.

#### **Our data protection officer:**

You also have the right to contact our data protection officer at any time; he is obliged to remain silent about your enquiry. The contact data for our data protection officer is as follows:

#### **CONTACT DATA**

Dr. Uwe Schläger  
datenschutz nord GmbH  
Konsul-Smidt-Straße 88  
28217 Bremen

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We will be happy to provide more information on request.