

Privacy Notes for applicants

***Our handling of your data and your rights
- Information pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation
(GDPR) -***

Dear applicant,

In the following we inform you about the processing of your personal data by us and the claims and rights to which you are entitled according to the data protection regulations.

1. Who is responsible for data processing and who can I contact?

Responsible for the data processing is:

ProVeg e.V.
Genthiner Straße 48
10785 Berlin
Germany
Telefon: +49 30 29028253-0
Fax: +49 30 29028253-26
E-Mail address: info.de@proveg.com

You can reach our data protection officer at:

Thomas Gutte Datenschutzberatung
Hochstraße 2
65195 Wiesbaden, Germany
Phone: 0611 - 71186990
E-mail address: info@gutte-datenschutz.de

2. What sources and categories of data do we use?

We process personal data that we receive from you in the context of your application. This is the data that you make available to us by submitting the application documents and statements you make during job interviews.

We also visit profiles of applicants on professionally oriented social networks, if available. We do not visit profiles in private social networks.

It is also possible that we may receive data from recruiters to whom you have provided your application documents and who propose you to us as candidates for a position. If references from previous employers are to be requested, this will be discussed separately with the applicant.

Relevant personal data are e.g. name, address and other contact data, birthday, educational and professional background, certificates etc..

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

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Bundesdatenschutzgesetz (BDSG-neu), processing takes place only if it is permitted by law or if we have received your consent to data processing.

3.1 Processing of your data for the purpose of filling vacancies (Article 6 para. 1 lit. b GDPR)

Data processing is carried out for the purpose of selecting personnel to fill vacant positions. These are pre-contractual measures that serve to initiate employment contracts.

3.2 Processing of your data on the basis of legitimate interests within the scope of balancing interests (Article 6 para. 1 lit. f GDPR)

If necessary, we process your data beyond the actual initiation or fulfilment of the contract to protect the legitimate interests of us or third parties - provided that your interests would not outweigh it - such as in the following cases:

- **Background check of applicants for positions with special compliance relevance:** We have a legitimate interest in researching whether an applicant for certain fields of activity may be shortlisted on the basis of his or her details.
- **Improving our application process and applicant satisfaction surveys:** We use findings from surveys or one-on-one interviews on applicant satisfaction to identify improvement potential and make the application process more effective. Where possible, we process your data in pseudonymised form, i.e. in such a way that you cannot be identified directly.

- **Defence against and assertion of legal claims:** In addition, we store data from applicants in order to be able to defend ourselves against any claims asserted, for example from the AGG. We disclose personal data to public authorities and courts if this is necessary to defend ourselves in legal disputes or to assert legal claims.

3.3 Processing of your data on the basis of your consent (Article 6 Paragraph 1 lit. a GDPR)

We also process your personal data if and to the extent that you have consented to data processing for specific purposes in accordance with Art. 6 para. 1 lit. a GDPR. The purposes for which data processing is carried out within the scope of this, result from the respective consent.

A given consent can be revoked at any time. This also applies to the revocation of declarations of consent given to us before the GDPR came into force, i.e. before 25 May 2018.

Please note that the revocation will only take effect in the future. Processing that took place before the revocation is not affected by this.

3.4 Processing of your data on the basis of legal requirements (Article 6 para. 1 lit. c GDPR)

We also process your personal data in situations where we are obliged to do so by law. This includes, for example, feedback to the employment office as well as information to public offices, authorities and courts, insofar as we are obliged to do so.

4. Who gets my data?

We treat the circumstance of your application to us, as well as your personal data, confidentially. Within our company, only the departments and employees who need your data to fulfil the above-mentioned purposes will have access to it. These are usually employees of the personnel department and the specialist department within which the position is to be filled, e.g. the manager in whose team the position is located.

With regard to the transfer of data to recipients outside our company, it should be noted that we only pass on information about you if this is required by law, if you have consented to it or if we are authorised to provide information.

Under these conditions, recipients of personal data may be, for example, public bodies and institutions (e.g. authorities) if there is a legal or official obligation.

Furthermore, personal data is passed on to the works council within the framework of co-determination.

In addition, we work with service providers who support us. We only transmit your personal data to our service providers and cooperation partners if there is a legal basis for doing so. These are service providers in the following areas:

- Personnel consultants and recruiters
- headhunters
- Service provider for checking the applicant qualification

Other data recipients may be those for whom you have given us your consent for data transmission.

5. How long will my data be stored?

Where required, we process and store your personal data as long as it is necessary for the realization of the processing purposes and/or for the fulfilment of legal storage obligations.

If you have not been selected for the job for which you have applied, we will delete your data within six months from the date of cancellation.

If an employment contract is concluded between you and us, your application documents will be included in the personnel file and stored for at least the duration of the employment relationship and any subsequent storage obligations.

If and to the extent that you have given us your consent to data processing for specific purposes, such as for example to continue to store your data and to contact you in order to offer you further vacancies, the processing time will result from the purpose of the consent given.

Finally, the storage period is also assessed according to the statutory limitation periods, which, for example, according to §§ 195 et seq. of the German Civil Code (BGB), can generally be three years, but in certain cases also up to thirty years.

6. Is data transferred to a third country or to an international organisation?

Data will only be transferred to third countries (states outside the European Economic Area - EEA) if this is necessary for the execution of your tasks, is legally required or you have given us your consent. In such cases, data will only be accessed if either a Commission adequacy decision exists for the respective country, if we have agreed with the service providers the standard contractual clauses provided by the EU Commission for these cases or if the respective company has established its own internal binding data protection regulations which have been recognised by the data protection supervisory authorities. We will inform you separately about the details, if required by law.

7. What data protection rights do I have?

Each person concerned has

- The right of **access** under Article 15 GDPR,
- the right to **rectification** under Article 16 GDPR,
- the right to **deletion** under Article 17 GDPR,
- the right to **limit the processing** pursuant to Article 18 GDPR
- and the right to **data transfer** under Article 20 GDPR.

The restrictions according to §§ 34 and 35 BDSG-neu apply to the right to information and the right to cancellation.

In addition, there is a right of appeal to a data protection supervisory authority (Article 77 GDPR in conjunction with § 19 BDSG-neu).

8. Is there an obligation to provide data?

An application to our company is voluntary. However, the disclosure of your personal data regarding your previous professional and/or educational background, your qualifications, your abilities and personal details as well as your contact data is necessary so that we can find out whether you as an applicant are suitable for the vacant position and we can make an appropriate personnel selection. Without the provision of this data by you as an applicant, no personnel selection can take place in the application procedure. As a result, failure to provide personal information means that you will not be considered as a candidate when filling the vacancy.

9. To what extent is there automated decision-making in individual cases?

In principle, we do not use fully automated decision making in accordance with Article 22 GDPR.

10. To what extent is my data used for profile formation (scoring)?

We do not use profiles according to article 22 GDPR. Should we use this procedure in individual cases, we will inform you of this separately if this is required by law.

Information about your right of objection pursuant to Article 21 of the General Data Protection Regulation (GDPR)

1. You have the right to object at any time, for reasons related to your particular situation, to the processing of personal data concerning you carried out pursuant to Article 6 para. 1 lit. e GDPR (processing of data in the public interest) and Article 6 para. 1 lit. f GDPR (processing of data on the basis of a balancing of interests), including profiling based on this provision within the meaning of Article 4 para. 4 GDPR.

If you file an objection, we will no longer process your personal data for these purposes unless we can prove compelling reasons for the processing worthy of protection which outweigh your interests, rights and freedoms, or the processing serves the assertion, exercise or defence of legal claims.

2. Pursuant to Art. 21 para. 2 and 3 GDPR, you have the right to object - without restriction - to any type of processing for direct marketing purposes. If you object to the processing for purposes of direct marketing, we will no longer process your personal data for these purposes.

The opposition can be made without form and should be addressed as far as possible to:

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Fax: +49 30 29028253-26
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