

Data Privacy Statement in Accordance with Article 13 and Article 14 GDPR for Candidates/Applicants

Responsibility for Data Processing

Names and Contact Details of Responsible Persons:

MAISEL CONSULTING GmbH & Co. KG
Wieseneckstraße 26
90571 Schwaig
Germany
Tel.: +49 911 / 9535 250
Email: info@maisel-consulting.de
Managing Directors: Ms Ursula Maisel and Mr Christoph Helm
Head Office: 90571 Schwaig, Germany
Registry Court: District Court Nuremberg
Registry Number: HRA 12523 – MAISEL CONSULTING GmbH & Co. KG
VAT ID Number: DE218984828

Name and Contact Details of the Data Security Officer:

Ms Gisela Pöllinger
Datenschutz Pöllinger GmbH
Dresdner Str. 38
92318 Neumarkt
Germany
Tel.: +49 9181/2705770
Email: datenschutz@datenschutz-poellinger.de

Processing and Origin of the Data

Purpose and Legal Basis of the Processing: Article 6 (1) (a) (b) (f) GDPR

Candidate/Applicant Data: The collection, processing or usage of personal data from applicants is performed solely for the purpose of processing applications and appraising the extent to which the applicant is suitable for the position in question.

The processing of your applicant data is necessary to form a basis for decision-making regarding a potential employment relationship. The overriding legal basis for this is article 6 (1) (b) GDPR. In any such case that the processing of your data requires your consent, you have the right, at any time, to

revoke your consent with effect for the future. The processing of particular categories of personal data (e.g. health-related data) is subject to your consent in accordance with article 9 (2) (a) GDPR, unless there is some legal basis for an exception to this requirement for consent, such as article 9 (2) (b). Your applicant data will be treated as confidential at all times. Should it be the case that we would like to process your applicant data for any purpose not mentioned above, we will notify you in advance.

Origin (Source) and Categories of Personal Data that is Processed:

The categories of personal data to be processed include the following: your master data (first name, second name, name affix, nationality), contact data (private address, mobile/telephone number, email address) as well as other data required for the application process (covering letter, certificates/references, questionnaires, interviews, qualifications and employment record). In any such case that you have voluntarily submitted any particular categories of personal data (e.g. health-related data, religion, degree of disability) as part of your application or in the course of the application process, this data will only be processed if you have given your consent or if there is a legal basis to justify such processing. Data will generally be collected directly from you in the course of the application process. In addition, we can also receive data from third parties (e.g. employment agencies), in such case that you have allowed this third party to pass on your data. Furthermore, we process personal data that we have legitimately acquired from publicly-accessible sources (e.g. professional social networks). In such cases, the processing of your data is performed on the basis of article 6 (1) (b) GDPR.

Recipients (Categories) of Personal Data

Within the company, only people and offices (board of management, HR administration) that require your personal data to reach a decision about an offer of employment or to fulfill our contractual and legal obligations will receive this data.

External offices/companies (contract partners) will receive your personal data in such case that it is necessary for contract fulfillment. External contractors (service providers) for the processing of data on our behalf, in accordance with article 28 GDPR, are:

- ➔ External IT/cloud service providers
- ➔ Software providers
- ➔ Tax accountants with regard to travel expense reports

Data Transfer to Third Countries

Should it be the case that we transfer personal data to a service provider outside of the European Economic Area (EEA), this transfer will only proceed on condition that the applicable third country has an appropriate level of data security confirmed by the EU Commission or other appropriate guarantees of data privacy have been provided (e.g. binding company-internal data privacy regulations or EU standard contractual clauses).

Duration of Data Storage / Deletion

In accordance with the legally-regulated period of safe-keeping:

6 months Applications resulting from job advertisements, in accordance with the AGG (General Equal Treatment Act)

We will delete your personal data at the latest six months after completion of the application process, in such case that no employment relationship has arisen. This does not apply in such case that legal regulations stipulate that deletion is not permitted or further storage is necessary for the purposes of providing documentary evidence or you have consented to a longer period of safe-keeping. Should it be the case that we are not able to offer you any available position, but, based on your profile, we are of the opinion that your application could be of interest for future job offers, then we will continue to store your personal application data, on condition that we have your express consent to do so.

Data will be deleted in accordance with article 17 GDPR if any of the following cases apply:

- The storage of the data is no longer necessary
- The person affected has revoked his/her consent to process the data
- The data has been wrongfully processed
- There is a duty to delete the data in accordance with EU or national law

Rights of the Affected Person

- Information about data referring to your person (article 15 GDPR). In particular, you can request information about the purposes of data processing, the category of the personal data, the categories of recipients to whom your data has been or will be disclosed, the planned duration of the data storage, the existence of a right of rectification, deletion, restriction of the processing or objection, the existence of a right of complaint, the origin of your data, in such case that the data was not collected directly by us, as well as the existence of automated decision-making including profiling and any other significant information regarding details of the data.
- Rectification – in such case that incorrect personal data has been processed (article 16 GDPR),
- Deletion and restriction, as well as objection to the processing (articles 17, 18 and 21 GDPR).
- Right to data transfer (article 20 GDPR) – the right to receive your personal data, which you have provided to us, in a structured, common and machine-readable format or to request transfer of the data to a different responsible person.
- Revocation of consent (article 7 (3) GDPR). This has the consequence that in future, we will no longer be allowed to continue processing data that is subject to this consent.
- Right of complaint to the competent supervisory authority (article 77 GDPR).
The competent data protection supervisory authority in our case is:
Bayerisches Landesamt für Datenschutzaufsicht (Bavarian State Data Protection Authority),
Promenade 18, 91522 Ansbach, Germany

Right of Objection

In such case that we process your data to safeguard our legitimate interests in accordance with article 6 (1) (f) GDPR, you can raise objection to this processing on grounds arising from your particular situation. Following this objection, we will no longer process your personal data unless we are able to provide evidence of compelling legitimate reasons for this processing which override your interests, rights and freedoms, or the processing serves in the assertion, exercise or defence of a legal right/claim. You have the right to raise objection to the processing of your personal data for the purposes of direct advertising without providing any grounds for objection.

Right of Revocation of Consent

In accordance with article 6 (1) (a) or article 9 (2) (a), every affected person has the right to revoke consent that was previously granted for the fulfilment of a contract or other reason. Consent can be revoked partially or completely at any time and without any disadvantage for the affected person, without affecting the legitimacy of the data processing that has occurred on the basis of the consent up to the time of the objection.

Please submit revocations of consent or objections in writing to:

MAISEL CONSULTING GmbH & Co. KG
Wieseneckstraße 26
90571 Schwaig
Germany
Data Protection Coordinator: Christoph Helm
Email: info@maisel-consulting.de

Automated Decision-making and Profiling

We do **not** make use of any form of automated procedure for decision-making in accordance with article 22 GDPR or engage in any other profiling activities in accordance with article 4 GDPR.

Updates and Amendments to this Privacy Statement in Accordance with Article 13 and Article 14 GDPR

This data privacy statement is currently valid and dates from July 2021. It may be necessary at some point to amend this statement, for example as a result of amended legal or administrative regulations. At any time, you can call up and print the latest valid version of this data privacy statement by referring to the website page www.maisel-consulting.de/en/privacystatement/.