

Privacy Notice Regarding Information Requirements for Applicants pursuant to Art. 12 ff of the General Data Protection Regulation (GDPR)

1. Name and contact details of the controller and the company data protection officer

The data are processed by **LEONHARDT RATTUNDE** law firm partnership with limited professional liability (mbB). The contact details are:

Kurfürstendamm 26a, 10719 Berlin
Email: berlin@leonhardt-rattunde.de
Telephone: +49 (0)30 – 885903-0
Fax: +49 (0)30 – 885903-100

The operational data protection officer of the controller can be reached under the above address or at datenschutz@leonhardt-rattunde.de.

2. Collection and storage of personal data as well as the nature and purpose and their use

We process personal data that has been and will be collected from you.

We process, among other things, the following data provided by you:

- address data (name, address)
- contact details (telephone number, e-mail address)
- bank data
- special personal data according to Art. 9 of the GDPR (e.g. health data, data related to disabilities)
- application data (e.g. certificates, curriculum vitae)

The data processing is carried out for the purpose of deciding on the establishment of an employment relationship/internship contract or for its implementation pursuant to Section 26 BDSG. The legal basis for the processing of the aforementioned data is therefore in Art. 6 para. 1 p. 1 lit. b, Art. 88 of the GDPR, section 26 of the Federal Data Protection Act (BDSG).

The collection of these data takes place:

- to establish a training/employment relationship or to conclude an internship contract,
- to fulfil legal obligations,
- to make contact with relevant individuals,
- to process payments,
- to ward off any existing claims against the controller (e.g. claims under the AGG).

There is a need to store the collected data for the stated purpose. After completion of the task, the stored data will be deleted. Deletion of the data, insofar as there is no justification of an employment relationship /internship contract, is to take place no later than six months after the position is filled, insofar as this is not precluded by storage requirements and insofar as the data are not needed for a defence against claims against the controller and insofar you have not consented to storage beyond this period pursuant to Art. 6 para. 1 sentence 1 lit. a. If any of the previous exceptions are true, the data is deleted after the completion of the relevant operations or after expiration of the retention obligations.

3. Transfer of data

A transfer of your personal data to third parties for purposes other than those listed will not take place. Among other things, a transmission for the stated purposes may be required or may be made on the basis of a legal provision to:

- the Bundesagentur für Arbeit (the federal agency for work),
- tax consultant,
- recruiter.

The employees of the controller who are involved in the respective recruitment process receive access to the data. All such employees are contractually bound to maintain confidentiality. There is also the possibility that the IT service

providers used by the controller can access the data as part of their jobs.

The service providers and vicarious agents employed are also contractually obligated to observe confidentiality. In some cases, the service providers in their capacity as processors are additionally bound by the terms of a data processing agreement pursuant to Art. 28 et seq. of the GDPR to comply with the data protection regulations.

A transfer of the data to third parties in a third country or an international organization will not take place.

4. Provision of data

The provision of the data is necessary to carry out the application process and is required for the possible conclusion of an employment contract / internship contract. There is no obligation on your part to provide the data.

Failure to provide the data may result in an employment relationship / internship contract not being substantiated.

5. Rights of those affected

You have the right:

- pursuant to **Art. 15 of the GDPR**, to request information about your personal data processed by us;
- pursuant to **Art. 16 of the GDPR**, to demand immediately the rectification of incorrect or incomplete personal data stored by us;
- pursuant to **Art. 17 of the GDPR**, to demand the deletion of your personal data stored by us, insofar as such a claim is not precluded;
- pursuant to **Art. 18 of the GDPR**, to demand the restriction of the processing of your personal data, insofar as nothing prevents such a claim;
- pursuant to **Art. 20 of the GDPR**, your right to transfer data, insofar as such a claim is not precluded.
- in accordance with **Art. 21 of the GDPR**, to formally appeal.

With regard to the right to information and deletion, the restrictions apply, inter alia, to **sections 34, 35 of the Federal Data Protection Act (BDSG)** and the GDPR. Furthermore, there is a right of appeal to the competent data protection supervisory authority pursuant to Art. 77 of the GDPR in conjunction with section 19 of the BDSG. Responsible for the controller named here is the Berliner Datenschutzbehörde (Berlin Data Protection Authority).

65. Right of objection and revocation

Insofar as your personal data may be processed on the basis of legitimate interests in accordance with Art. 6 para. 1 sentence 1 lit. e-f of the GDPR, **which is currently not taking place**, you would have the right to file an objection against the processing of your personal data in accordance with Art. 21 of the GDPR, insofar as there are reasons for this arising from your particular situation.

Pursuant to Art. 7 of the GDPR, you can revoke your consent at any time. If you revoke your consent, then processing based on that consent may no longer be continued. If you would like to exercise your right to object or exercise another right held by you, please send an e-mail to datenschutz@leonhardt-rattunde.de