

Information about the collection and processing of your personal data within the application procedure

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**Trust
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Scope/target group	The guideline applies to all affiliated companies (according to Section 15 et seq. AktG (Stock Corporation Act))
Validity and/or implementation	23.05.2018

Care and transparency are fundamental to a working partnership based on trust. We therefore hereby inform you about how we process your personal data in the context of an application and how you can exercise your rights, to which you are entitled pursuant to the General Data Protection Regulation (GDPR) and the new Federal Law for Data Protection (BDSG).

Who is responsible for data processing?

The data controller is:

Kiwa Deutschland GmbH Grüner Deich 1
20097 Hamburg

How can you contact the data protection officer?

You can contact our data protection officer at:

datenschutz@kiwa.de

For what purposes do we process your data and on what legal basis?

We process personal data about you for the purpose of your application for an employment relationship, insofar as this is necessary for the decision on establishing an employment relationship with us. The legal basis is Section 26 para. 1 BDSG. Furthermore, we may process personal data about you insofar as this is necessary to defend ourselves against legal claims asserted against us in the application process. The legal basis is Art. 6 para. 1 f) GDPR, the legitimate interest is, for example, a burden of proof in proceedings under the General Equal Opportunities Act (AGG).

Insofar as we wish to store your personal data in order to take you into consideration for future positions that may be of interest to you, we will obtain your consent in accordance with Art. 6 para. 1 a) GDPR.

If an employment relationship between you and us does materialise, we may, pursuant to Section 26 para. 1 BDSG process the personal data already received from you for the purposes of the employment relationship, if this is necessary for the execution or termination of the employment relationship or for the exercise or fulfilment of the rights and obligations of the representation of the interests of the employee resulting from a law or a labour contract, a company or service agreement (collective agreement).

To whom is your data passed on?

We may transfer your personal data to companies affiliated with us, insofar as this is possible within the scope of the data protection measures described under point 3 for the purposes and on the legal bases set out above. Furthermore, personal data is processed on our behalf on the basis of contracts pursuant to Art. 28 GDPR, in particular by host providers or providers of applicant management systems.

Will your data be transferred to countries outside the European Union (so-called third countries)?

Countries outside the European Union (and the European Economic Area "EEA") handle the protection of personal data differently from countries within the European Union (EU). For the processing of your data, we do not use service providers located in countries outside the EEA and/or transfer data to companies belonging to groups outside the EU.

How long will my data be stored?

We store your personal data for as long as it is necessary to make a decision about your application. If an employment relationship between you and us does not materialize, we may also continue storing your data insofar as this is necessary to defend against possible legal claims. The application documents will be deleted six months after notification of the rejection decision, unless longer storage is required due to legal disputes. If the storage is based on your consent, we will store your personal data until you withdraw your consent.

What rights do I have in connection with the processing of my data?

You have a right to information, rectification, deletion, restriction of processing. The restrictions according to Sections 34 and 35 BDSG apply to the right to information and the right to deletion. In addition, there is a right of appeal to the competent data protection supervisory authority.

If processing is carried out on the basis of a legitimate interest, you have the right to object to the processing for reasons arising from your particular situation. In the event of your objection, we will no longer process your personal data unless we can demonstrate compelling legitimate reasons for processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise, or defend legal claims.

If processing is based on your consent, you have the right to revoke this consent with effect for the future.

To exercise your rights, please contact us or our data protection officer.

Is there an obligation to provide your personal data?

The provision of personal data is neither required by law nor by contract, nor are you obliged to provide the personal data. However, the provision of personal data is required to conclude a contract of employment with us. This means that if you do not provide us with any personal data in an application, we will not enter into an employment relationship with you.

Changes to this information

If the purpose or manner of processing your personal data changes significantly, we will update this information in good time and inform you about the changes in good time.