

Information on our processing of personal data and your rights as a job applicant

Dear applicant,

in compliance with the legal requirements based on Art. 13 and 14 General Data Protection Regulation (GDPR) this is to inform you as a job applicant about how we collect personal data from you, how we store such information and how we disclose your personal data to third parties. This is also to inform you about your corresponding rights.

1. Who controls the processing of personal data and whom may I contact?

GFA Consulting Group GmbH,
represented by its Managing Directors,
Eulenkruogstrasse 82
22359 Hamburg [Germany]
Tel.: +49 (0) 40 603 06 100
Fax: +49 (0) 40 603 06 199
eMail: info@gfa-group.de

You can contact our Data Protection Officer at:
email: datenschutz@gfa-group.de

2. What kind of data do we process and what are their origin?

When we receive a job application from you, we will process the personal data made available to us. Personal data is any information that relates to an identified or identifiable person (e.g. address). Regarding job applications, relevant personal data include your personal details (e.g. name, address, date of birth) as well as your career details (e.g. completed professional training). Also relevant to us are details on current side jobs in order to be able to assess whether such job(s) are compatible with future employment in our company. Furthermore, it may happen that we receive data from third parties (e.g. Job Service, German Federal Employment Agency).

3. What is the purposes of our processing of personal data and what is the legal basis for this?

We process personal data in compliance with GDPR and with German Federal Data Protection Act (BDSG) regulations, and we also respect other relevant regulations; in particular

a) for the purpose of decision-making upon the conclusion of an employment agreement (Section 26 para. 1 BDSG)

First of all, we will assess your suitability in view of relevant vacancies in our company. Thus, our processing of personal data solely serves the purpose of deciding whether or not we are going to conclude an employment agreement with you.

b) Consent (Art. 6 para. 1 lit. a GDPR in connection with Section 26 para. 2 BDSG)

In individual cases, we may approach you so as to obtain your consent to the processing of your personal data. For instance, we will seek to obtain the consent of job applicants when we have given the relevant job to somebody else, but we also wish to keep your application documents with the purpose of offering you another job which we expect to become vacant in the near future. You can withdraw your consent at any time. Such a withdrawal does not have any retroactive effects. The effects of withdrawing your consent do not extend to any processing of personal data which has occurred prior to such withdrawal.

c) Balancing of interests (Art. 6 para. 1 lit. f GDPR)

If necessary, we will also process your personal data to protect our legitimate interests or the legitimate interests of third parties, e.g. to ensure a safe and frictionless operation of IT systems.

d) Vital interests and special categories (Art. 6 Abs. 1 d, Art. 9 Abs. 2 GDPR in connection with Section 22 BDSG)

Within the narrow boundaries drawn by Art. 6 para. 1 lit. d and Art. 9 para. 2 GDPR in connection with Section 22 BDSG, we will process special categories of personal data for health protection purposes and for the purpose of assessing your capacity to work. However, we will do so only to the extent that this data facilitates the decision on whether or not an employment agreement shall be concluded.

4. To whom will my personal data be disclosed?

In our company, only those persons responsible for attending to HR matters will have access to your personal data. In this respect, let us point out that all of our employees have formally agreed to comply with all relevant legal requirements regarding data protection and to maintain confidentiality.

Furthermore, your personal data will be disclosed to third parties only where statutory provisions allow us to do so, whenever you have given your consent to do so, or when we are authorised to fulfil such third-party requests. Provided the

above requirements are met, recipients of personal data can be public authorities (e.g. the German Federal Employment Agency) or private companies (e.g. private recruitment & employment agencies).

5. When will my personal data be deleted?

We will process and store your personal data for as long as your job application is being processed and these activities are necessary for the fulfilment of legal obligations. If you have given your consent, we will continue such processing and storage until the relevant consent has been withdrawn. We will delete your personal data as soon as it is no longer necessary for the above-mentioned purposes. In some instances we will store personal data for as long as claims could be asserted against us.

6. Will personal data be transferred to third countries or international organisations?

Personal data shall neither be transferred to service providers located in countries outside the European Economic Area (EEA) nor to international organisations.

7. What are my rights under GDPR?

Under GDPR, you have a number of specific rights. You have the **right of access** pursuant to Art. 15 GDPR in connection with

Section 34 BDSG, the **right to rectification** pursuant to Art. 16 GDPR, the **right to erasure** pursuant to Art. 17 GDPR in connection with Section 35 BDSG, the **right to restriction of processing** pursuant to Art. 18 GDPR, the **right to data portability** pursuant to Art. 20 GDPR, the **right to object** pursuant to Art. 21 GDPR as well as the **right to lodge a complaint** with our Data Protection Officer or with the competent Data Protection Supervisory Authority pursuant to Art. 77 GDPR in connection with Section 19 BDSG.

8. Am I under any obligation to provide data?

In the context of a job application you are under no obligation to provide data.

9. To what extent does automated decision-making occur in individual cases? To what extent are my personal data used for profile building?

We neither use any fully automated decision-making process pursuant to Art. 22 GDPR nor does our processing of personal data aim at automatically evaluating and assessing specific personal aspects.

Information on your right to object pursuant to Art. 21 General Data Protection Regulation (GDPR)

1. Right to object in individual instances

On grounds relating to your particular situation, you have the right to object at any time the processing of your personal data. This is based on point (e) (processing in the public interest) or (f) (processing based on a balancing of interests) of Article 6 para. 1 GDPR, including profiling based on those provisions within the meaning of Art. 4 no. 4 GDPR.

If you have objected, we shall no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.

2. Right to object against processing of personal data for the purposes of direct marketing

We will not process your personal data for the purpose of direct marketing.

Any objection filed will not have retroactive effect. When filing an objection you are under no obligation to observe a specific form, and any objection should preferably be directed to the following address:

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Tel.: +49 (0) 40 603 06 100, Fax: +49 (0) 40 603 06 199, email: info@gfa-group.de