

## Information on Data Privacy Protection according to Art. 13 and 14 GDPR for Applicants

Dear applicant,

We are glad that you are interested in our company. According to Art. 13 and 14 of the European General Data Protection Regulation (GDPR) in the current version we inform you in the following about the processing of your personal data that you provide to us during the application process and - if applicable - personal data collected by us, as well as your respective rights relating to both. In order to ensure that you are fully informed about the processing of your personal data related to the application process, please take note of the information below.

### **1. Responsibility for the data processing**

CCDRD AG

Lindenallee 70

15366 Hoppegarten

Phone: 03342-2379-0

Email: [contact@ccdrdag.com](mailto:contact@ccdrdag.com)

Website: <https://www.ccdrdag.com>

### **2. Contact data of the data protection officer**

Phone.: 03342-2379-0

Email: [dpo@ccdrdag.com](mailto:dpo@ccdrdag.com)

### **3. Purpose & legal basis for the data processing**

We are processing your personal data in accordance with the GDPR and the Federal Data Protection Law (*Bundesdatenschutzgesetz (BDSG)*) in the current version. Legal basis for that matter is Art. 88 GDPR in connection with § 26 BDSG for the purpose of the employment, as far this is required for the decision about establishing an employment relationship with us.

Furthermore, we can process your personal data as far as the processing is necessary for compliance with a legal obligation we are subjected to (Art. 6 Par. 1c GDPR) or the processing is necessary for the defense or establishment of legal claims related to employment relationship. Legal basis for that matter is Art. 6 Par. 1f GDPR. The legitimate interest is for instance a burden of proof during a legal proceeding according to the General Equal Treatment Act (*Allgemeines Gleichbehandlungsgesetz (AGG)*).

If you give an explicit consent for the processing of personal data for specific purposes, the legal basis of this processing is given based on your consent according to Art. 6 Par. 1a GDPR. The given consent can be withdrawn at any time with immediate effect for the future.

As far as an employment is established between you and us, we can process your personal data that you provided to us for the purpose of establishing an employment according to Art. 88 GDPR in connection with § 26 BDSG as far as this is lawfully required for the execution or the termination of the employment or for exercise or the compliance of legal rights and obligations.

#### **4. Categories of the personal data**

We process only such personal data, that are related to your application. This can be general personal data (name, address, contact data etc.), information about your professional qualification and school education, information about further education as well as further personal data (if applicable), that you give to us concerning your application.

#### **5. Sources of the data**

We process personal data, that you provide to us during contacting us and personal data that you give to us concerning your application (either per mail, e-mail, or an application portal like Indeed).

#### **6. Recipients of the data**

Your personal data are handed over within our company only to divisions and persons, that require these data for the compliance with contractual and statutory obligations as well as for the implementation of our legitimate interest.

#### **7. Third Countries**

A transfer to a third country is not intended to take place.

#### **8. Storage Period**

We store your personal data as long as this is required for the decision about your application. Your personal data as well as your application documents are erased not later than six months after the completion of the application process (e.g., notification about rejection), as far as a longer storage period is not lawfully required or is permitted. In addition, we store your personal data only if this is required by the law or is required for the establishment, exertion or defense of legal claims for the duration of a legal dispute.

In case you have consented or consent to a longer storage period of your personal data, we store your personal data based on this consent.

If after the application process an employment, apprenticeship or internship is established, your personal data will be further stored and transferred to the personal file, as far as required and permitted.

#### **9. Your rights**

Every data subject has the right of access according to Art. 15 GDPR, the right to rectification according to Art. 16 GDPR, the right to erasure according to Art. 17 GDPR, the right to restriction of processing according to Art. 18 GDPR, the right to notification according to Art. 19 GDPR as well as to data portability according to Art. 20 GDPR.

Furthermore, there is a right to lodge a complaint with a supervisory authority according to Art. 77 GDPR, if you think that the processing of your personal data does not happen rightfully.

The address of the supervisory that is responsible for us is:

Die Landesbeauftragte für den Datenschutz und für das Recht auf Akteneinsicht  
Brandenburg  
Stahnsdorfer Damm 77  
14532 Kleinmachnow  
Telephone: +49 (0)33203/356-0  
E-Mail: Poststelle@LDA.Brandenburg.de

If the processing of your personal data takes place on the basis of your consent, you have the right to withdraw the respective consent to the usage of your personal data at any time according to Art. 7 GDPR. Please note, that the withdrawal of the consent is only effective for the future. Processing that took place prior to the withdrawal of the consent is not affected. Please note also, that in order to fulfil legal requirements some personal data may be needed to be stored for a longer period of time.

If the processing of your personal data takes place for protection of legitimate interests according to Art. 6 Par. 1f GDPR, you have the right to object to processing of your data on grounds relating to your particular situation according to Art. 21 GDPR at any time. Then we will not process this personal data anymore, unless we can demonstrate compelling legitimate grounds for the processing. These must override your interests, rights and freedoms or must serve for the establishment, exercise or defense of legal claims.

For further information regarding the protection of your rights, you can contact the data protection officer.

#### **10. Provision of the personal data**

The provision of your personal data in the course of the application process takes place freely. However, we can make a decision for establishing an employment relationship only if you provide such personal data that are required for the exercise of the application process.

#### **11. Automated Individual Decision-Making**

The decision about your application is not based solely on automated processing. Therefore, there is no automated individual decision-making according to Art. 22 GDPR.