

Information for Data Privacy Protection according to Art. 13 and 14 GDPR for employees

Dear employee,

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 as well as your rights in this regard. In order to ensure that you are fully informed about the processing of your personal data, please take note of the information below.

1. Responsibility of the data processing

CCDRD AG

Lindenallee 70

15366 Hoppegarten

Tel.: 03342-2379-0

E-Mail: contact@ccdrdag.com

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

2. Contact data of the data protection officer:

Tel.: 03342-2379-0

E-Mail: 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 as far as is this required for the employment. The legal basis for this processing is Art. 88 GDPR in conjunction with § 26 BDSG as well as Art. 6.1b GDPR for the initiation or execution of contractual relationships.

Furthermore, we may process your personal data if this is necessary for the fulfillment of legal obligations (Art. 6.1c GDPR) or for the defense and assertion of legal claims arising from the employment. The legal basis for this is Art. 6.1f GDPR. The legitimate interest is, for example, a duty to provide evidence in the context of legal proceedings.

If you give us explicit consent to process personal data for specific purposes, the lawfulness of this processing is based on your consent pursuant to Art. 6.1a GDPR. Consent that has been given can be revoked at any time to be effective from then on.

In accordance with Art. 88 DSGVO in conjunction with § 26 BDSG, we may process the personal data that you have already provided as part of an application procedure for the purposes of the employment, insofar as this is necessary for the beginning, the implementation or termination of the employment or for the exercise or fulfillment of rights and obligations arising from a law.

4. Categories of personal data

We process only such personal data that are related to the employment. These comprise general data about you (name, address, contact details etc.), information regarding your professional qualification and school education, information about further trainings as well as, if applicable, further data that are necessary for the fulfilment of contractual and accounting obligations (bank details, health insurance, social insurance, tax data, etc.)

5. Source of the personal data

We process personal data provided by you for the purpose of establishing and implementing the employment.

6. Recipients of the personal 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.

We can transfer your personal data to companies connected to us as far as this is permitted by the purposes and legal bases listed in chapter 3 of this information sheet.

A transfer of your data to recipients outside of our company only takes place, as far as legal regulations permit or demand this transfer, the transfer is required for the execution and therefore for the performance of a contract, in case we have your consent or we are authorized for a transfer. Recipients of your personal data than thus be:

- Public authorities and institutions in the event of a legal or official obligation, according to which we are obliged to provide information, report or transfer data, or the transfer of data is of public interest
- Further recipients for whom you gave us a consent:
 - Authorities and ethics committees in the course of a clinical trial
 - Sponsor companies of clinical trials or their representatives

7. Third countries

A transfer to a country outside the European Economic Area (EEA) only takes place, if this is required for the execution and therefore the performance of a contract, on request, for the implementation of pre-contractual measures, the transfer is lawfully required or you gave a consent. The recipients in those cases can be local subcontractors, sponsor companies and their respective representatives as well as local authorities and ethics committees during the course of the clinical trial.

8. Storage period

We process your personal data as long as this is necessary for the establishment, execution or settlement of the employment or for the exercise or fulfillment of the rights and obligations arising from the employment contract or for the exercise or fulfillment of the rights and obligations arising from a law.

In addition, we are subject to various retention and documentation obligations. Due to legal requirements, we are obliged to retain this data for at least 10 years after the end of employment. Under other regulations, longer retention periods may apply. In the case of clinical trials, for example, CVs and qualification certificates must be retained for at least 25 years.

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 for the proper implementation of an employment contract takes place freely. However, we can only enter into or perform an effective employment with you if you provide such personal data at the time of entering into the employment as it is necessary for the commencement and performance of the employment.

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.