

Information on privacy policy

at processing of application data pursuant
to article 13, 14 and 21 GDPR
Version 1.3 – Status: 15.12.2022



Privacy policy

for

applicants

**CSP GmbH & Co. KG
CSP IT-Business GmbH
Herrenäckerstraße 11
D – 94431 Großköllnbach**

Dear applicant,

We thank you for your interest in our company. Pursuant to the stipulations of articles 13, 14 and 21 of the General Data Protection Regulation (GDPR), we hereby inform you about the processing of personal data transmitted to us by you in the course of your application and, if applicable, of personal data recorded by us and your rights deriving from such. In order to ensure that you are fully informed about the processing of personal data in the framework of your application process, please take note of the following information.

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1. Responsible authority in the sense of privacy policy

CSP GmbH & Co. KG
CSP IT-Business GmbH
Herrenäckerstraße 11
D – 94431 Großköllnbach
Telephone: +49 99533006-0
info@csp-sw.de
www.csp-sw.com

2. Contact data of our data protection officer

Kemal Webersohn, LL.M.
WS Datenschutz GmbH
Dircksenstraße 51
10178 Berlin
E-Mail: csp@ws-datenschutz.de

3. Purpose and legal basis for processing

We process your personal data in accordance with the stipulations of the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG) for the purpose of your application to obtain an employment insofar as this processing is required for the decision on the formation of an employment relationship with us. Legal basis for this is article 88 GDPR in connection with paragraph 26 BDSG (new) as well as article 6 subparagraph 1 letter b GDPR for initiation and entering into contractual relationships.

Moreover, we may process your personal data insofar as this is required for the fulfillment of legal duties (Art. 6 subparagraph 1 letter c GDPR) or for protecting ourselves against any claims put forward against us. Legal basis for this is article 6 subparagraph 1 letter f GDPR; the legitimate interest is, e.g., the duty of provision of evidence in proceedings according to the General Equal Treatment Act (GETA). Given that you grant your express permission on us processing your personal data for certain purposes, legitimacy of such processing on the basis of your consent exists pursuant to article 6 subparagraph 1 letter a GDPR. A permission granted can be revoked at any time (see section 9 of this privacy policy). Please take note that a revocation is only valid for the future. Processing that has taken place prior to the revocation are not impacted by such revocation.

If an employment relationship is formed between you and us, we may further process the personal data that we have received from you for the purpose of this employment relationship pursuant to article 88 GDPR in connection with paragraph 26 BDSG (new) insofar as this is required for execution or termination of the employment relationship or for execution or fulfillment of duties and obligations of the employee's lobby arising from a law, wage agreement, company or work agreement (collective agreement).

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4. Categories of personal data

We process data that are in connection with your application. This data may be general data regarding your person (such as name, address and contact data), information on your job qualification and education or information on your further professional training or information that you transfer to us in connection with your application.

5. Source of the data

We process personal data that we receive from you by mail or e-mail in the framework of establishment of contact between you and us or of your application.

6. Recipients of the data

Within our company, we only pass your personal information to sections where this data is required for fulfillment of contractual and legal duties and/or for execution of our legitimate interest.

We can pass your personal data to affiliated companies as far as this is permissible in the framework of the purposes and legal basis pursuant to section 3 of the privacy policy.

In any other case, your personal information will only be passed on to recipients outside of our company if legal provisions allow or command such passing, the passing is necessary for fulfillment of legal duties or you have given us your permission.

7. Transfer to a third country

Transfer to a third country is not intended.

8. Duration of the storage of data

We will store your personal data as long as it is necessary for the decision on your application. Your personal data and/or your application documents will be deleted after a maximum of six months after termination of your application procedure (e.g. Information on rejection) unless longer storage is required or permissible by law. Beyond that, we only store your personal data insofar as this is necessary by law or in a specific case for asserting or exercising legal claims or defending ourselves against such legal claims for the duration of a legal dispute.

In case you have agreed to a longer storage period for your personal data, we will store your personal data for the duration set forth in your consent.

If, subsequent to the application proceedings, we enter into an employment relationship, formation relationship or internship with you, your data will be further stored as necessary and permissible and then transferred to your personnel file.

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As the case may be, you may receive an invitation to join an applicant's pool upon completion of your application procedure. This gives us the opportunity to include you in our selection of applicants for any suitable vacancies in the future. In case of your consent, we will store your application data in our applicant's pool in accordance with your permission and, if applicable, any future permissions.

9. Your rights

Any affected person has the right of access pursuant to section 15 GDPR, the right of rectification pursuant to section 16 GDPR, the right of erasure pursuant to section 17 GDPR, the right on restriction of processing pursuant to section 18 GDPR, the right of notification pursuant to section 19 GDPR and the right to data portability pursuant to section 20 GDPR.

Moreover, you have the right to complain to the Data Protection Supervisory Authority pursuant to section 77 GDPR if you are of the opinion that processing of your personal data is unlawful. This right to complain exists notwithstanding any other administrative or legal remedy.

Insofar as processing of data is done on the basis of your consent, you are entitled pursuant to section 7 GDPR to revoke your consent on the usage of your personal data at any time and with effect for the future. Please note that we may have to store certain data for a specific period of time in order to fulfill legal stipulations (see section 8 of this privacy policy).

Right of objection

Insofar as the processing of personal data affecting you is done pursuant to article 6 subparagraph 1 letter f GDPR for maintaining of our legitimate interest, you have the right pursuant to article 21 GDPR to object at any time against the processing of these data for reasons arising from your own personal situation. We will then discontinue processing these personal data unless we can present compelling and legitimate grounds for the processing that supersede your interest, rights and liberties, or processing serves the purpose of assertion, exertion or defense against any legal claims.

For safeguarding your rights, you can contact us at any time using the above mentioned contact information.

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10. Necessity of the provision of personal data

The provision of personal data in the framework of an application procedure is stipulated neither by law nor by contract. Thus, you are not obliged to provide your personal data. However, the provision of personal data is necessary for the decision on an application and/or the entering into a contract of employment with us. In the framework of your application, you should only provide personal data that is required for the initiation and execution of the application procedure. If you do not provide us with your personal data during your application, we cannot make a decision on the initiation of an employment relationship.

11. Anti-Terror Regulation

In accordance with the European Anti-Terror Regulations (EC) No. 2580/2001 and No. 881/2002, we review, as part of our legal obligations, whether listed individuals or organizations are not provided with financial or economic resources in order to prevent the financing of terrorist activities.

For this purpose, personal data such as names and birth dates of applicants, employees, and temporary workers may be checked against sanctions lists. This verification is carried out regularly as well as during new hires and is based on Article 6(1)(c) of the GDPR. Data is only shared with the relevant authorities to the extent necessary.

12. Automated decision-making

The decision on your application is not solely based on an automated processing. Therefore, no automated decision in individual cases in the sense of article 22 GDPR takes place.