

## Privacy policy

### Our handling of your data and your rights Information pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR)

Dear Applicant,

In the following, we inform you about the processing of your personal data by us and the claims and rights to which you are entitled according to the data protection regulations.

#### 1. Who is responsible for data processing and whom can I contact?

##### Responsible body is:

ADT Project Consulting GmbH  
Adenauerallee 174  
53113 Bonn  
Phone: +49-228-9144730  
Fax: +49-228-9144731  
E-mail address: [adtproject@adt.de](mailto:adtproject@adt.de)

##### You can reach our data protection officer at:

GenoRisk GmbH  
Christian Frick  
Marburger Str. 6-10  
36304 Alsfeld  
06631/6089780  
[datenschutz@genorisk-gmbh.de](mailto:datenschutz@genorisk-gmbh.de)

#### 2. What sources and data do we use?

We process personal data that we receive or collect from you as part of the application process. In certain cases, we also collect data from other bodies.

Relevant personal data is data from the application process, such as *personal details* (name, address and other contact details, date and place of birth and nationality), information relating to your professional career (e.g. education and training, certificates), performance records and assessments (e.g. from an assessment centre). This may also include special categories of personal data such as health data. This also includes job-related information that you make publicly available, such as a professional profile on professional social media networks.

### **3. What do we process your data for (purpose of processing) and on what legal basis ?<sup>1</sup>**

We process personal data in accordance with the provisions of the European Data Protection Regulation (DSGVO) and the Federal Data Protection Act (BDSG-neu) as well as other relevant labour law provisions (e.g. Works Constitution Act).

#### **3.1 To carry out pre-contractual measures or to fulfil obligations (Article 6 para. 1b DSGVO)**

The processing of personal data (Article 4 No. 2 DSGVO) is carried out to initiate the employment relationship (implementation of the application process). The legal basis for this is Art. 6 para. 1 lit b) DSGVO in conjunction with. § SECTION 26 BDSG. In addition, collective agreements (in particular works agreements and collective bargaining agreements) may also be used in accordance with Art. 6 para. 1 lit) b, Art. 88 para. 1 DSGVO in conjunction with. § Section 26 (4) BDSG may be used for processing. Finally, we process your personal data if you have given us your consent to do so (Art. 6 para. 1 lit. a), 7 DSGVO in conjunction with. § Section 26 (2) BDSG.

#### **3.2 Within the framework of the balancing of interests (Article 6 (1f) DSGVO)**

Where necessary, we also process your data to protect our legitimate interests. This applies in particular for the purpose of internal communication and for administrative purposes or defence against claims against us arising from the application process. The legitimate interest is, for example, a duty of proof in proceedings under the General Equal Treatment Act (AGG).

#### **3.3 Based on your consent (Article 6 (1a) DSGVO)**

Insofar as you have given us consent to process personal data for certain purposes, we carry out the processing on this basis. This also applies in principle to health data (Art. 9 para. 2 lit. a) and lit. b) DSGVO in conjunction with. § Section 26 (3) BDSG), unless processing is based on legal requirements or in the public interest (see 3.4 below). Once you have given your consent, you can revoke it at any time.

Please note that the revocation only takes effect for the future. Processing that took place before the revocation is not affected.

### **4. Who gets my data?**

Within the company, access to your data is given to those departments that need it to fulfil our contractual and legal obligations (e.g. HR department, the respective managers).

### **5. How long will my data be stored?**

We store your personal data as long as this is necessary for the decision on your application. Insofar as an employment relationship between you and us does not come about, we may continue to store data beyond this insofar as this is necessary for the defence against possible legal claims. The application

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<sup>1</sup> § 26 BDSG-new

documents will be deleted no later than six months after notification of the rejection decision, unless longer storage is required due to legal disputes or you have given your consent.

## 6. Will data be transferred to a third country or to an international organisation?

No data is transferred to third countries (countries outside the European Economic Area - EEA).

## 7. What data protection rights do I have?

Every data subject has the right to **information** under Article 15 of the GDPR, the right to **rectification under** Article 16 of the GDPR, the right to **erasure under Article** 17 of the GDPR, the right to **restriction of processing under Article** 18 of the GDPR and the right to **data portability under** Article 20 of the GDPR. With regard to the right to information and the right to erasure, the restrictions pursuant to Sections 34 and 35 BDSG apply. In addition, there is a right of appeal to a data protection supervisory authority (Article 77 DSGVO in conjunction with Section 19 BDSG).

## 8. is there an obligation to provide data?

As part of the application process, you must provide the personal data that enables us to decide whether to establish an employment relationship.

## 9. To what extent is there automated decision-making in individual cases?

For the initiation and implementation of the employment relationship, we generally do not use fully automated decision-making pursuant to Article 22 of the GDPR. Should we use these procedures in individual cases, we will inform you of this separately, insofar as this is required by law.

## Information about your right to object in accordance with Article 21 of the General Data Protection Regulation (GDPR)

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Article 6(1e) DSGVO (data processing in the public interest) and Article 6(1f) DSGVO (data processing on the basis of a balance of interests);

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

The objection can be made without formalities and should preferably be addressed to:

ADT Project Consulting GmbH  
Adenauerallee 174  
53113 Bonn  
adtproject@adt.de