

## **Duty to provide information on the data collected in accordance with Art. 13 of the European General Data Protection Regulation**

### **1. DESCRIPTION OF THE PROCESSING ACTIVITY**

Information on data protection in connection with the collection of data in the recruitment process.

### **2. IDENTITY OF THE DATA CONTROLLER AND CONTACT DATA**

Hertz&Selck GmbH & Co.  
Tarpenring 23  
22419 Hamburg, Germany  
Tel. +49 [0]40-43 25 76-0  
Fax +49 [0]40-43 25 76-50  
info@hertz-selck.de

### **3. CONTACT INFORMATION OF THE DATA PROTECTION OFFICER:**

Mr Thomas Cedzich  
c/o Vater Solution GmbH  
Liebigstraße 26  
24145 Kiel  
datenschutz@hertz-selck.de

### **4. PURPOSES OF THE PROCESSING**

Hertz&Selck GmbH & Co. processes your personal data during the recruitment process. Your application is processed by the company and deleted after a period of six months.

### **5. LEGAL BASIS OF THE PROCESSING**

Your data is processed on the basis of Section 26(1) of the German Federal Data Protection Act. It is necessary to process the data as a basis for a decision concerning the employment contract. If you have granted us your consent to the processing of your personal data for specific purposes (e.g. inclusion in our pool of applicants), the legitimacy of processing this data on the basis of your consent is governed by Art. 6(1)a of the European General Data Protection Regulation. In addition, we may process your personal data if this is necessary for us to perform our legal obligations (Art. 6(1)c of the European General Data Protection Regulation) or to avert any legal claims that have been asserted against us. The legal basis for this is Art. 6(1)f of the European General Data Protection Regulation. There is no contractual or statutory duty to provide personal data in recruitment processes. Accordingly, you are under no obligation to disclose your personal data. However, please note that we need to process your personal data to make a decision on whether to offer you an employment contract. If you do not disclose any personal data to us, we are unable to make a decision on whether to enter into an employment contract with you.

## **6. CATEGORIES OF PERSONAL DATA**

We process all data disclosed to us in the course of the recruitment process.

## **7. RECIPIENTS OR CATEGORIES OF RECIPIENTS OF THE PERSONAL DATA**

Your personal data is not transmitted to any third parties.

## **8. TRANSMISSION OF PERSONAL DATA TO A NON-EU COUNTRY**

There are no plans to transmit any data to a country that is not a member of the European Union.

## **9. AUTOMATIC DECISION-MAKING**

No automatic decision-making processes are used.

## **10. DURATION FOR WHICH THE PERSONAL DATA MAY BE STORED**

Your application documents will be irretrievably deleted after 6 months if you are not recruited.

## **11. RIGHTS OF THE DATA SUBJECT**

You have the following rights under the European General Data Protection Regulation:

If your personal data is processed, you have the right to request information on the data stored pertaining to you (Art. 15 of the European General Data Protection Regulation).

You have the right to rectification if your personal data is incorrect (Art. 16 of the European General Data Protection Regulation).

Provided that the statutory requirements have been met, you may request that your personal data be erased and you may restrict the processing of your personal data; you may also object to its processing (Art. 17, 18, and 21 of the European General Data Protection Regulation).

If you have consented to the processing of your personal data, or if a contract regarding such processing has been made and your data is being processed by automated means, you may also be entitled to data portability (Art. 20 of the European General Data Protection Regulation).

If you require any further information, wish to revoke any consent that you have granted or exercise any of your rights as a data subject, please contact the data controller referred to in Section 2. If you exercise your aforementioned rights, the data controller will verify whether the statutory requirements for this have been fulfilled.

In addition, you have a right to lodge complaints with a competent authority. Generally speaking, you can lodge such a complaint with the supervisory authority responsible for your customary place of abode or work or responsible for the town or city in which we are domiciled. The contact data can be found at the following link:

[https://www.datenschutz-wiki.de/Aufsichtsbehörden\\_und\\_Landesdatenschutzbeauftragte](https://www.datenschutz-wiki.de/Aufsichtsbehörden_und_Landesdatenschutzbeauftragte)