

Information on the Processing of Personal Data of our Job Applicants (February 2023)

Please note that we need to process your personal data for the execution of the application process. The protection of your personal data is of the highest priority for us. We are pleased to give you further information on the protection of your personal data hereinafter.

1. Name and Contact Data of the Responsible Body

This information on data protection applies to the processing effected by BLD Bach Langheid Dallmayr Rechtsanwälte Partnerschaftsgesellschaft mbB domiciled in Cologne:

Theodor-Heuss-Ring 13-15
50668 Cologne
e-mail: koeln@bld.de
Phone: +49 221 944027 - 0
Fax: +49 221 944027 - 7.

Naturally, they apply regardless of the office location at which you apply.

The Data Protection Officer:

Dr. Sven-Markus Thiel
Rechtsanwalt/Counsel

You can contact our data protection officer under the above-indicated address or by e-mail to datenschutz@bld.de.

2. Collection and Storage of Personal Data

Due to your application we collect the following data:

- title (optional);
- salutation, first name, surname;
- age, gender;
- graduation, training in apprenticeship schemes and other professions, secondary vocational education/discipline/degree, language skills;
- denomination and marital status (optional);

- a valid e-mail-address;
- address, phone number;
- application documents.

These personal data are only processed for a proper implementation and handling of the application procedure, in particular to identify you as applicant and to enable us to correspond with you.

3. Basis, Purpose and Duration of the Processing

The data processing takes place because of your application pursuant to Art. 6 para. 1 lit. b General Data Protection Regulation (“GDPR”) or Art. 9 para. 2 lit. b *GDPR* as well as Art. 88 para. 1 *GDPR* in conjunction with § 26 Federal Data Protection Act (BDSG) and is necessary for the decision regarding the conclusion of an employment relationship.

If no employment relationship is concluded, the data collected by us for the handling of the application will be stored for a maximum of 3 years following the termination of the application procedure and deleted subsequently.

4. Disclosure of Data to Third Parties

Your personal data will not be transmitted to third parties. In particular, we do not work together with personnel service providers.

5. Your Rights as Data Subject

You have the right

- pursuant to Art. 15 *GDPR*, to obtain access to your personal data processed by us and certain further information;
- pursuant to Art. 16 *GDPR*, to obtain without undue delay the rectification of inaccurate personal data or the completion of incomplete personal data stored by us;
- pursuant to Art. 17 *GDPR*, to demand the erasure of your personal data stored by us, unless the processing is necessary for performing a legal obligation (e.g. due to storage periods), for exercising the right of freedom of expression and information, for reasons of public interest or for the establishment, exercise or defence of legal claims;

- pursuant to Art. 18 *GDPR*, to demand the restriction of processing of your personal data, as far as the accuracy of the personal data is contested by you, the processing is unlawful, but you oppose the erasure of the data and we no longer need the data, but they are required by you for the establishment, exercise or defence of legal claims or you have objected to processing of your personal data pursuant to Art. 21 *GDPR*;
- pursuant to Art. 20 *GDPR*, to receive the personal data which you have provided to us in a structured, commonly used and machine-readable format or to demand the transmission of those data to another controller;
- pursuant to Art. 77 *GDPR*, to lodge a complaint with a supervisory authority - as a rule you can address for this purpose the supervisory authority of your habitual residence, place of work or of our law firm's place of residence.

6. Right to Object

In case your personal data are processed for the purpose of legitimate interests pursuant to Art. 6 para. 1 sentence 1 lit. f *GDPR*, you have the right to object to the processing of your personal data pursuant to Art. 21 *GDPR* if reasons for this are given that relate to your particular situation. If you wish to make use of your right to object, it suffices to address an e-mail to datenschutz@bld.de.