

## **Information on the Processing of Personal Data of Our Job Applicants** **(as at: February 2023)**

Please note that we need to process your personal data in order to carry out the application process. The protection of your personal data is of the highest priority for us. We would like 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 processing carried out by BLD Bach Langheid Dallmayr Rechtsanwälte Partnerschaftsgesellschaft mbB domiciled in Cologne:

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

They apply, of course, irrespective of the office location at which your application is processed.

Data Protection Officer:

Dr Sven-Markus Thiel  
Rechtsanwalt/Counsel

You can contact our data protection officer at the address indicated above or by sending an email to [datenschutz@bld.de](mailto:datenschutz@bld.de).

### **2. Collection and Storage of Personal Data**

Due to your application we collect the following data:

- title (optional);
- form of address, first name, surname;
- age, gender;
- school-leaving qualification, training in apprenticeships and other professions, technical college training/specialisation/degree, language skills;
- denomination and marital status (optional);
- a valid email address;
- address, phone number;
- application documents.

Your personal data is only processed for the proper execution and handling of the application procedure, in particular to identify you as an applicant and to enable us to correspond with you.

### **3. Basis, Purpose and Duration of the Processing**

Data processing is carried out based on your application pursuant to Art. 6 para. 1 lit. b General Data Protection Regulation ("GDPR") or Art. 9 para. 2 lit. b *GDPR* and Art. 88 para. 1 *GDPR* in conjunction with s. 26 Federal Data Protection Act (BDSG) and is necessary for the decision as to whether to establish an employment relationship.

The personal data that we collect for processing the application will be stored for a maximum of three years after the end of the application process and then deleted if no employment relationship is established.

### **4. Disclosure of Data to Third Parties**

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

### **5. Your Rights as a 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, your place of work or of our law firm's office.

## **6. Right to Object**

In case your personal data is 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 result from your particular situation. If you wish to make use of your right to object, simply send an email to [datenschutz@bld.de](mailto:datenschutz@bld.de).