

## KLOSKA MANAGEMENT GMBH'S DATA PROTECTION INFORMATION IN RELATION TO JOB APPLICATIONS

- *Information in accordance with Article 13 of the Basic Data Protection Regulation (DSGVO) -*

Dear Applicant,

in the following, we would like to inform you about the processing of your personal data (Art. 4 No. 2 DSGVO) in connection with your application submitted to us.

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

Responsible for the processing of your personal data is:

Kloska Management GmbH

Am Genter Ufer 4a

21129 Hamburg

Phone: +49 (0) 40-781109-0

Email: mail@kloska.com

We have appointed a data protection officer for our company. You can contact him electronically at the following e-mail address: [datenschutz@kloska.com](mailto:datenschutz@kloska.com) or at the following postal address:

Kloska Management GmbH

-Data protection officer-

Am Genter Ufer 4a

21129 Hamburg

### 2. Which data do we process? where do they originate from?

We process personal data which we receive from you in the course of the application procedure. This includes master data (such as gender, name, address, telephone numbers and e-mail address, date of birth, marital status, etc.), data on school education, data on extra-professional interests, data on the content of former/current employment relationships, passport photo and other data that you voluntarily provide us with during the application process.

### 3. For what purposes do we process your data and on what legal basis?

We process your personal data in accordance with the European Data Protection Basic Regulation (DSGVO) and the new Federal Data Protection Act (BDSG-neu) for various purposes.

In general, the Art. 88 DSGVO, Section 26 (1) BDSG (new) is the basis for data processing, for decisions on justification, for the justification and for the implementation of employment relationships. In addition, the relevant legal basis for processing for the purpose of initiating contractual relationships is Art. 6 (1) (b) DSGVO, for safeguarding legitimate interests Art. 6 (1) (f) DSGVO or, with consent, Art. 6 (1) (a) DSGVO. For the reimbursement of expenses, the legal basis is Art. 6(1)(c), (f) DSGVO.

A legitimate interest is given in the following cases, for example:

- Once an employment contract has been concluded, data is stored in the personal file of the person concerned. This data then serves as a basis for the subsequent professional development of the person concerned (e.g. identification of further training, further development opportunities/needs, promotion opportunities depending on existing qualifications, etc.)
- Once an employment contract has been concluded, the data is also stored in the personal file of the person concerned for the purpose of abuse control.
- Access control on the factory premises.

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

Within the Kloska Management GmbH only those positions which are entrusted with the preparation and implementation of the application process will receive your data. These are the employees in the Human Resources (HR) department as well as the departments in which a position is to be filled, the executives and the potential superiors. This also includes the subsidiaries of the Kloska Group. Service providers employed by us and working on our behalf (so-called contract processors, see Art. 28 DSGVO) may also process data for these purposes. Hosting providers, IT service providers, service providers for applicant management and service providers for data destruction are used.

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

If necessary, we process and store your personal data for the duration of the application process. If there is an employment relationship following the application process, the data will continue to be stored and transferred to the personnel file. Otherwise, the application process ends with the receipt of a rejection by the applicant. The data will be deleted latest 6 months after receipt of the rejection. This does not apply if the processing and storage of your personal data is necessary in a specific case for the assertion, exercise or defence of legal claims (duration of a legal dispute).

In individual cases, individual data may be stored for a longer period (e.g. travel expense accounting). The duration of the storage then depends on the legal storage obligations, e.g. from the German Fiscal Code (6 years) or the German Commercial Code (10 years). Finally, the duration of storage is also assessed according to the statutory periods of limitation, which can be up to thirty years, for example according to §§ 195 ff. of the German Civil Code (BGB), whereby the regular period of limitation is three years.

If you have not been hired, but your application is still of interest to us, we will ask you whether we may keep your application for future vacancies.

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

There is no transfer of data to third countries.

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

Every data subject has the right of **access** under Art. 15 DSGVO, the right of **rectification** under Art. 16 DSGVO, the right of **deletion** under Art. 17 DSGVO, the right to **restrict processing** under Art. 18 DSGVO and the right to **transfer data** under Art. 20 DSGVO. To exercise the aforementioned rights, you may contact the person responsible (point 1.).

**Processing of your personal data is carried out to protect our legitimate interests in accordance with Art. 6 Para. 1 letter f DSGVO, you can object to this processing in accordance with the legal requirements in Art. 21 DSGVO. The objection can be made in any form to [jobs@kloska.com](mailto:jobs@kloska.com).**

**If you have given us your consent to collect data, you can revoke this consent at any time without having to provide any form, for example to [datenschutz@kloska.com](mailto:datenschutz@kloska.com).**

In addition, you have the right to appeal to a data protection supervisory authority (Art. 77 DSGVO) if you believe that your personal data is being processed unlawfully.

## 8. Is there an obligation for me to provide data?

There is no legal or contractual obligation to provide data. Within the framework of your application, you should only provide personal data that is necessary for the acceptance and execution of the application. Without this data, however, we will have to reject your inclusion in the application process.

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

Our decision-making in the context of the application process is not based on automated processing pursuant to Article 22 DSGVO.