

## Data protection information for applicants and employees

### Responsibility

Eco Consult GmbH & Co KG. (represented by the managing director(s))  
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### Data Protection Officer

Schweinebraten IT  
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### Purpose and legal basis

We process your data on the basis of the EU Data Protection Regulation (DSGVO), the Federal Data Protection Act (BDSG) and all other laws relevant to data protection.

We store information of our applicants and employees that is necessary for personnel administration and carry out payroll accounting. The categories of data affected by this are in particular:

- Master and contact data
- Health data
- Wage data
- Social security data
- Family relationships
- Application data
- Contract data

If you are assigned to a project or shortlisted for a project, it may be necessary for our employees to request further information about you. Personal data that is not directly relevant to the stated purpose will not be processed.

The processing of the data is based on §26 BDSG as well as Art. 6 (1) lit. a) DSGVO.

The personal data provided as part of your application will be processed exclusively for the purposes of processing the application for projects and subsequent use in the award procedure for a project. Without the provision of this data, the processing of applications or the subsequent management of the employment relationship is not possible. The data is stored for its duration and after its end until the expiry of the statutory retention periods.

If you wish to be included in our applicant pool in addition to your regular application so that we can send you interesting project offers in the future and, if applicable, despite rejection of your application, this process is based on your consent pursuant to Art. 6 (1) a) DSGVO.

The personal data we collect from you is for use in project award procedures and the subsequent organization of your project activities. All data requested by us helps us to assign you to a suitable project and to provide you with secure project work.

## Recipients of personal data

Within our company, only those departments that are responsible for preparing and carrying out the respective application process will have access to your personal data.

In order to achieve the stated purpose for which we process your personal data, we may need to share this information with various third party organizations such as placement companies, visa agencies, host families, foreign authorities, travel agencies and others. None of these third party organizations are authorized to use your personal data for their own purposes (e.g., advertising).

However, your personal data will only be shared with third parties once we have selected you for a suitable project. Before we forward your data accordingly, you will receive a separate information letter from us stating the specific intended transfer and the corresponding recipients, insofar as these have already been determined.

Should we pass on your personal data to third parties because of a possible project work, the information will not include a complete application, only a declaration of availability and an adapted CV, without your contact address. The adaptation of the CV includes the desired formatting in the format requested by the project customer, as well as the deletion of -for the project work- not relevant private information about you (including hobbies).

In order to ensure the processing of a project work or to place you for a specific project, it is necessary to transfer your personal data to project participants in a third country or to an international organization. Before we transfer your personal data to a third country, we obtain separate consent from you for this purpose.

We only pass on your data to third parties if this should become necessary for the fulfillment of the purpose. Furthermore, data is passed on to authorities and social insurance carriers on the basis of legal requirements in accordance with Article 6 paragraph (1) lit. c and e DSGVO.

For the processing of our accounting and other tax-related matters, data is forwarded to our external tax advisor to the extent necessary for operational purposes. In addition, in various cases we use processors in accordance with Article 28 DSGVO, which may receive data from us or have access to your data in connection with their services.

## Your rights

You have the following rights with respect to us regarding personal data concerning you:

- Right to information
- Right to withdraw consent
- Right to correction or deletion
- Right to restriction of processing
- Right to object to processing
- Right to data portability

You also have the right to complain to a data protection supervisory authority about our processing of your personal data.