

Declaration on the protection of your application data

Thank you for expressing your interest in working at CSP SERVICES. CSP SERVICES takes the protection of your personal data, which you have provided to us in your capacity as an applicant, very seriously. We will therefore gladly inform you about which personal data we process as part of your application, for how long and for which purposes. We will also provide you with further information as required by data protection regulations.

In compliance with the GDPR and the German Federal Data Protection Act (BDSG), we use the terms defined in the GDPR and the BDSG. These definitions can be viewed online.

1. Name and address of the Controller

The party responsible for upholding the GDPR (the Controller), herein referred as CSP SERVICES:

CSP Services GmbH

Friedrich-Ebert-Ufer 30
 51143 Köln/Cologne, Germany
 Phone +49 2203 9590030
 E-mail: info@cspservices.de
www.cspservices.de

2. Name and address of the data protection officer

Data protection officer: Christoph Happich
 Friedrich-Ebert-Ufer 30
 51143 Köln/ Cologne, Germany
 E-mail: c.happich@cspservices.de

3. Purpose of data processing

The data will be processed for applications for a vacant position or speculative applications.

4. Legal basis for data processing

The legal basis for the processing of personal data is Art. 6, Para. 1 b) of the GDPR. See point 5 for details.

5. Data categories

Processes	Data	Legal basis
Applicant master data	Title, first name, last name, email, nationality where required for on-site appointments at CSP SERVICES	Article 6, Para. 1 b)
Cover letter	Cover letter as an uploaded file	Article 6, Para. 1 f)
Applicant CV	Applicant CV	Article 6, Para. 1 f)
Applicant references	References as an uploaded file	Article 6, Para. 1 f)
Other application documents	Other application documents as uploaded files	Article 6, Para. 1 f)
Applicant questions	Answers/information provided in response to questions	Article 6, Para. 1 f)
Applicant visit	Visit last name, first name, street, postal code, city, gender, nationality, arrival and departure times	Article 6, Para. 1 c) and d)

6. Processor/third party

All personal data is being processed by CSP SERVICES GmbH. CSP SERVICES GmbH is responsible for the data processing. In case the designated position is with our subsidiary CSP SERVICES España, S.L in Almería (Spain), the application data may be shared with CSP SERVICES España, S.L. Personal data is not being transmitted to any other external party.

7. Storage

The application management system is operated by CSP SERVICES GmbH. Data is collected by an online form (GravityForms) and stored in a web database. The software is hosted on servers belonging to STRATO AG at computer centers in Berlin and Karlsruhe. STRATO highly values IT and Data Security and is certified after DIN ISO/IEC 27001.

8. Erasure

The personal data of the person in question are erased or their processing restricted as soon as the purpose of the data processing no longer applies. This is done regularly through recruitment, filling the advertised position or termination of the advertisement. Data may also be stored for compliance with a legal obligation which requires processing by Union or Member state law, statutes or other regulations to which the Controller is subject.

9. Your rights in relation to your personal data

If your personal data are processed, you are the data subject in the sense of the GDPR and you have the following rights vis-à-vis the Controller pursuant to the following provisions:

(1) In accordance with Art. 15 GDPR, you may request **information about the personal data processed** by us. In particular, you can request information about the purposes of the processing, the category of personal data concerned, the recipients or categories of recipient to whom the personal data have been or will be disclosed, and the envisaged period for which the personal data will be stored and the existence of the rights outlined in Sections 4 and 6.

(2) In accordance with Art. 16 of the GDPR, you can request the immediate **rectification of inaccurate or incomplete personal data** stored by us.

(3) In accordance with Art. 17 of the GDPR, you can request the **erasure of your personal data** stored by us, unless such data is being processed for reasons specified by law, in particular for the exercise of the right to freedom of expression and information, for compliance with a legal obligation, for reasons of public interest, or for the establishment, exercise or defense of legal claims.

(4) In accordance with Art. 18 of the GDPR, you can request that the **processing of your personal data be restricted** if you contest the accuracy of the personal data, the processing is unlawful and you oppose the erasure of the personal data and requests the restriction of their use instead, we no longer need the personal data, but they are required by you for the establishment, exercise or defense of legal claims, or you have objected to such processing pursuant to Art. 21 of the GDPR.

(5) In accordance with Art. 20 of the GDPR, you have the right to **receive the personal data which you have provided** to us in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller.

(6) In accordance with Art. 7, Para. 3 of the GDPR, you have the right to **withdraw your consent to data processing** at any time. As a result, we will no longer be authorized to continue processing such data in the future, as this is based on your consent.

(7) The right to object in accordance with Art. 21 of the GDPR: Provided that personal data are processed based on legitimate grounds pursuant to Art. 6 Para. 1 f) of the GDPR, you have the right to **object to the processing of your personal data** pursuant to Art. 21 of the GDPR, if there are reasons for such objection that arise from your individual situation or that your objection is due to direct marketing. In the latter case, you have the right to object at any time which we will honor without the need to specify a particular situation, unless the processing is being performed to fulfil a task that is in the public interest, as per Art. 21, Para. 6 of the GDPR.

(8) In accordance with Art. 77 of the GDPR, you have the right to lodge a **complaint** with a supervisory authority. As a rule, this is the supervisory authority for your usual place of residence or work, or the headquarters of the Controller. To exercise these rights, please contact the bodies specified in Sections 1 or 2.

10. Declaration of consent for data processing

I hereby consent to the processing of the personal data that I have provided to CSP SERVICES under Point 5 as part of my application (see Point 3). At the same time, I also declare that I am at least 16 years old (i.e. that my 16th birthday has passed).

11. Changes to this data protection declaration

Due to rapid developments online and ongoing jurisdiction, we reserve the right to adapt this data protection declaration to technical and legal requirements at any time. Changes to this data protection regulation are made directly on this page, so that you are always informed about the data stored and used by CSP SERVICES.

Our general data protection information can be found under the 'Privacy policy' heading, which appears in the footer on every page of the CSP SERVICES website, including the careers portal.