

Data privacy statement regarding the services in recruitment provided by CyberForum e.V. for participating candidates

Preamble:

Please note that the minimum age to be part at the services in recruitment provided by CyberForum e.V. is 16. The candidate underwrites that he/she reached the minimum age of 16.

1. Our contact details and general information on the processing of personal data by us

Name and contact details of the responsible party:

The parties responsible for the collection and use of personal data, within the meaning of data protection law, are

CyberForum e.V. and CyberForum Service GmbH
Haid-und-Neu-Straße 18
76131 Karlsruhe, Germany

phone: 0721.602 897-0
fax: 0721.602 897-99
email: info@cyberforum.de
Website: www.cyberforum.de

Contact details of the data protection officer of the responsible party:

The person appointed as the data protection officer for the aforementioned responsible party is:

External Data Protection Officer
Thomas Heimhalt
DATENSCHUTZ perfect GbR
Wilhelm-Kolb-Straße 1a
76187 Karlsruhe, Germany

phone 0721 5315879
fax 0721 5315880
email t.heimhalt@datenschutz-perfect.de

2. Source and storage of personal data as well as specific categories and purposes in processing personal data

If you participate in the services in recruitment provided by CyberForum e.V., we may collect and process personal data you provide us voluntarily and which are necessary for a meaningful application. This could be but not limited to the following data:

- title, gender, firstname, lastname, contact data
- educational and professional background,
- language skills,
- professional skills,
- birthday and place of birth

- nationality and, if applicable, status of work permit
- degree of handicap, if applicable
- information on professional recommendations, references and testimonials
- readiness in travelling and mobility
- information on salary and apprenticeship pay
- additional documents that are part of your documentation
- for apprentices: results of our selection process

The candidate decides which data he/she provides. It is not necessary to provide, store and process all data mentioned above. The principle of data economy is valid. To match successfully, a complete application as well as contact data are mandatory. The purpose of personal data processing is the temporary processing of data necessary to enable the delivery of the services in recruitment, such as your recommendation and possible placement to applicable companies.

The data is stored automatically and processed in a database. The data is protected according to the state of the art against unauthorized access, deletion and destruction as far as possible.

3. Legal basis for data processing

The necessary data processing for the purpose of carrying out our service takes place in accordance with Art. 6(1)(f) GDPR, for the fulfilment of the contractual relationship between you and us based on your participation regarding the placement of specialists.

4. Storage duration

We process the data for the fulfillment of the contract, we store them until the contract is fulfilled and processed and no more claims can be asserted from the contract, i.e. until the occurrence of the statute of limitations. The general limitation period according to § 195 BGB [German Civil Code] is three (3) years. We will store the personal data for longer than this period if there is a legitimate reason to assume that it is relevant in individual cases. The aforementioned limitation periods commence at the end of the year (i.e. 31/12) in which the claim arose and the claimant becomes aware of the circumstances giving rise to the claim, and the person of the liable party becomes aware thereof or should become aware thereof without gross negligence.

We would like to point out that we are also subject to statutory retention obligations for tax and accounting reasons. These oblige us to store certain data, which might include personal data, for a period of six (6) to ten (10) years as proof of our accounting. These retention periods take precedence over the aforementioned deletion obligations. The retention periods also commence at the end of the respective year, i.e. on 31/12.

We process and store data for legitimate interest as long as the legitimate interest exists, the assessment is deviant or you have filed an effective objection in accordance with Art. 21 GDPR. An assessment is done yearly to determine the legitimate interest. The legitimate interest is obsolete if

- the placement is completed successfully
- you inform us that you do not wish further support
- we would need to suggest over a specific period of time that you are not interested any more in our support (e.g. we are not in contact with you for personal services for more than 3 years with any interruption).

5. Recipients or categories of recipients of personal data

Your data will only be passed on or otherwise transferred to third parties if this is necessary for contract processing (e.g. to recommend/introduce you as a candidate for direct contact). Passed on data may exclusively be used for the named purposes. No personal data is passed to third parties for other purposes than named.

In case of a successful placement and a signed contract, the employer provides us with information mandatory for the invoicing such as beginning of the employment, job title, first year's salary. The invoicing does not mention the candidate's name.

6. Rights of data subjects

If your data is processed, you are an affected person ("data subject") and you have the following rights concerning us as the responsible party:

- **The right to withdraw the consent:** You have the right to withdraw the consent at any time. (Art. 7 GDPR). Thus, all data processing based on this agreement must be ceased immediately.
- **The right to be informed:** You have the right to request confirmation from us, free of charge, as to whether we are processing personal data relating to you. If this is the case, then you have a right to information about these personal data and to further information as specified in Art. 15 GDPR. To this end, you can contact us by post or e-mail.
- **The right of rectification:** You have the right to request the correction of your data without undue delay. You also have the right – taking into account the aforementioned processing purposes – to request the completion of incomplete personal data – also using a supplementary declaration. To this end, you can contact us by post or e-mail.
- **The right to deletion:** You have the right to request the immediate deletion of your data if one of the conditions of Art. 17 GDPR applies. To this end, you can contact us by post or e-mail.
- **The right to restrict processing:** You have the right to demand the restriction of processing from us if one of the conditions of Art. 18 GDPR applies. To this end, you can contact us by post or e-mail. We store these data until the justified interest no longer exists, the assessment leads to a different outcome, or you have filed an effective objection in accordance with Art. 21 GDPR.
- **The right to data portability:** You have the right to receive the personal data concerning you that you have provided to us in a structured, current, and machine-readable format, and you have the right to transmit these data to another controller without our interference, provided that the conditions specified in Art. 20 GDPR are met. To this end, you can contact us by post or e-mail.
- **The right to lodge a complaint with a supervisory authority:** You have the right to, at any time and without prejudice to any other rights, lodge a complaint with a data protection supervisor – in particular in the member state where you are residing, working, or in which the infringement is suspected to have taken place – if you believe that the processing of personal data concerning you is contrary to data protection law.

7. Right of revocation in the case of consent-based data processing

You have the right to revoke your consent to the collection and use of personal data with effect for the future at any time. To this end, you can contact us by post or e-mail. The legality of the processing is carried out based on the consent until the revocation is not affected.

To use your right of revocation, just send an email to personal@cyberforum.de.