

Information on the processing of personal data of employees in accordance with Article 13 of the DS-GVO

1. Definitions

This information is based on the terms used by the European legislator when adopting the basic data protection regulation (GDPR). We would therefore like to refer you to the definitions in Art. 4 of the DS-GVO. These can be viewed at:

<https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3A32016R0679>

2. Name and address of the processing controller and of the data protection officer

Responsible person pursuant to the DS-GVO

PWC Gesellschaft für medizinische Testverfahren im Sport mbH

Rudolf-Diesel-Str. 7a
82205 Gilching

Tel.: +49 (0) 81 05 / 7 34 06 – 00

Fax: +49 (0) 81 05 / 7 34 06 – 310

Internet: <https://pwc-gmbh.de>

E-mail: info@pwc-dopingkontrolle.de

Represented by Managing Directors Stephanie & Volker Laakmann

Data Protection Officer

If you have any questions regarding data protection, please contact our data protection officer:

by e-mail: datenschutz@pwc-gmbh.de

by post: at the aforementioned address with a letter addressed to "Data Protection Officer"

3. Information on data processing

3.1. Scope of the processing of personal data

We process personal data in accordance with the principles of data protection law only to the extent that it is necessary, we are permitted to do so by applicable legal requirements or when we are obliged to do so.

3.2. Data sources / type of data

We process personal data that we receive from you as part of the employment relationship.

We process in particular

- General personal data (name, address, contact details, etc.)

- Information on knowledge and skills such as educational and work certificates or references, curriculum vitae and appraisals,
- Data necessary for the fulfilment of contractual and legal obligations, e.g. social security data, tax data, bank details, details of working hours, etc.

In addition, other relevant personal data may include:

- Health data, if relevant to the employment relationship
- Data published by the applicant on professional social networks LinkedIn and XING

3.3. Purpose of the processing and legal basis

We process your personal data to decide on the establishment of an employment relationship.

The legal basis is Article 88 (1) DS-GVO in conjunction with Section 26 BDSG.

As far as necessary, we process your data beyond the actual fulfilment of the contract to protect our legitimate interests according to Art. 6 para. 1 lit. f) DS-GVO.

These include, for example:

- Identification of multiple applications
- Comparison of first and last names with EU terror lists before the employment relationship is established
- Assertion and defense of asserted legal claims in the context of the application process

If you have given us your consent to process your personal data in accordance with Art. 6 Para. 1 lit. a) DS-GVO, Art. 88 Para. 1 DS-GVO in conjunction with § 26 Para. 2 BDSG, we will use your data to the extent and for the purpose described in the declaration of consent.

We process special categories of personal data in accordance with Art. 9 Para. 1 DS-GVO for employment purposes if it is necessary for the exercise of rights or the fulfilment of legal obligations arising from labor law, social security law and social protection. The legal basis is Art. 88 Para. 1 DS-GVO in conjunction with § 26 Para. 3 BDSG. In addition, special categories of personal data may be processed on the basis of consent pursuant to Art. 9 Para. 2 lit. a) DS-GVO in conjunction with § 26 BDSG.

3.4. Recipients of the personal data

Within our company, the persons and departments that have access to your data are those that are involved in the decision to establish an employment relationship with you or that are required to implement our legitimate interests, e.g. managing director, functional manager.

For the above-mentioned purposes, personal data may also be transmitted to the service providers and vicarious agents used by us, insofar as this is necessary for the performance of their respective services, such as IT service companies. As far as it is necessary, agreements according to Art. 28 DS-GVO have been concluded.

In addition, data is forwarded to recipients outside the company if this is permitted or required by law or if you have given your consent. Under these conditions, recipients of personal data can be, for example:

- Lawyer
- Service providers in the context of order processing relationships

3.5. Storage period of the data

Personal data of rejected applicants (m/f/d) will be deleted six months after completion of the application process or returned in individual cases.

Applications that have been approved for storage for positions that may be filled at a later date will be stored for a maximum of 12 months.

Personal data processed by us based on a legitimate interest will be deleted as soon as a legitimate interest in the data processing no longer exists or you have effectively objected to it.

Personal data of successful applicants (m/f/d) will be transferred to the personnel file.

3.6. Automated decision-making in individual cases

We do not use fully automated decision making according to Art. 22 DS-GVO.

3.7. Obligation to provide data

As part of the application process, you only need to provide those personal data that are required for the decision on whether to establish an employment relationship. In addition to names and contact details, this usually includes data on knowledge and skills, such as education and work certificates, CVs and appraisals. Without this data, we cannot assess whether you have the necessary knowledge and skills for the position you have applied for and will not be considered in the selection process.

3.8. rights of data subjects

You have extensive rights with regard to the processing of your personal data. Below we would like to familiarize you with these rights:

- **Right to information**
You have the right to information about the data stored by us, in particular, for what purpose the processing takes place and how long the data is stored (Article 15 DSGVO).
- **Right to rectification**
You have the right to request that we rectify personal data relating to you without delay if it is inaccurate (Article 16 of the GDPR).
- **Right to erasure**
You have the right to request that we erase personal data relating to you. The conditions stipulate that you can request the deletion of your data if, for example, we no longer need the personal data for the purposes for which they were collected or otherwise processed, we should process the data unlawfully or you should have legitimately objected or if there is a legal obligation to delete (Article 17 DSGVO).

- **Right to data portability**

You have the right to receive the personal data concerning you that you have provided to us from us in a structured, common, machine-readable format (Article 20 DSGVO), insofar as this has not already been deleted and the corresponding requirements of Article 20 DS-GVO are met.

- **Right to object**

You have the right to object to the processing of personal data concerning you at any time on grounds relating to your particular situation (Article 21 DSGVO). We will stop processing your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or if the processing serves the purpose of asserting, exercising or defending legal claims. Likewise, you can object at any time to advertising to existing customers, the processing of which is based on Art. 6 (1) (f).

If you wish to object to the processing of your personal data, please send us an e-mail or write to the above postal address.

- **Right to complain to the supervisory authority**

You have the right to contact the data protection officer mentioned above or a data protection supervisory authority if you believe that the processing of personal data concerning you violates the General Data Protection Regulation. The data protection supervisory authority responsible for us is:

Bayerisches Landesamt für Datenschutzaufsicht (BayLDA)
Promenade 18
91522 Ansbach
Germany

4. Use of Recrutee

Our company uses the Recrutee recruiting tool. The service provider is the Dutch company Recrutee B.V., Keizersgracht 313, 1016 EE Amsterdam, The Netherlands.

You can find out more about the data processed through the use of Recrutee in the privacy policy at <https://recrutee.com/privacy-policy> .