

Data Privacy Notice for Job Applicants

The protection of your personal data is a priority for us. We will process your data exclusively in strict compliance with the law, in particular the EU General Data Protection Regulation (GDPR) and the Federal Data Protection Act (new version) (*Bundesdatenschutzgesetz – BDSG*).

1. Controller responsible for data processing

The controller responsible for processing your personal data is the firm to which you apply for employment. We accept applications for employment with the following firms through this Online Careers Portal:

- GÖRG Partnerschaft von Rechtsanwälten mbB, Kennedyplatz 2, 50679 Cologne, Tel. 0221-33660-0, Fax 0221-33660-80, E-mail: koeln@goerg.de
- GÖRG Rechtsanwälte/Insolvenzverwalter GbR, Kennedyplatz 2, 50679 Cologne, 022133660-0, Fax 0221-33660-80, E-mail koeln@goerg.de
- GÖRG Insolvenzverwaltung Partnerschaft von Rechtsanwälten, Kennedyplatz 2, 50679 Cologne, 0221-33660-0, Fax 0221-33660-80, E-mail koeln@goerg.de
- BWLS Stoffersen Partnerschaft mbB von Steuerberatern, Wirtschaftsprüfern und Rechtsanwälten, Alter Wall 20-22, 20457 Hamburg, Tel. 040-500360-300, Fax 040-500360399, E-mail info@bwls-goerg.de

2. Data Protection Officer

You can contact the Data Protection Officer of GÖRG Partnerschaft von Rechtsanwälten mbB at GÖRG Partnerschaft von Rechtsanwälten mbB

Data Protection Officer

Kennedyplatz 2

50679 Cologne

E-mail: dsb@goerg.de

You can contact the Data Protection Officer of **GÖRG Rechtsanwälte/Insolvenzverwalter GbR**, **GÖRG Insolvenzverwaltung Partnerschaft von Rechtsanwälten** and **BWLS Stoffersen Partnerschaft mbB von Steuerberatern, Wirtschaftsprüfern und Rechtsanwälten** at GÖRG Rechtsanwälte/Insolvenzverwalter GbR, Data Protection Officer, Kennedyplatz 2, 50679 Cologne, Email: dsb-inso@goerg.de

3. Data collected through our Online Careers Portal

a) Application data

Our Online Careers Portal gives you a quick, convenient way to apply for employment with us. Our portal lets you enter data manually and upload documents. Plus you can also import data from your XING or LinkedIn profile. The fields in the application form that are identified by an asterisk are mandatory (first name and last name, e-mail address, cover letter and résumé, including mention of the firm to which you are applying). We recommend that you upload the corresponding documents in a commonly used file format (e.g., PDF, TIF, JPG or Microsoft Word). You can also provide voluntary information in addition to that requested on the application form, for example, information on your career history or references.

You are under no legal or contractual obligation to provide your data. However, we will not be able to process your application if you do not provide the required information on the application form.

b) Automated collection of technical data

When you use our Careers Portal, your IP address is automatically logged for technical reasons. However, the data are erased again as soon as you leave our website. The only other data collected include access data that are unrelated to any specific individual such as, for example, the name of your Internet service provider; the previously visited website; the date and time of your enquiry; the content of the request (specific page); access status / HTTP status code, the data volume transferred; the website from which the query originates; the browser, operating system and browser interface; the language; and the version of the browser software ('log file'). These anonymous data are analyzed exclusively to improve our offering and reveal no information about you. Your data will not be combined with data from other sources.

We use 'session cookies' when you visit our Online Careers Portal. These cookies are then erased when you leave our website. The purpose of these cookies is to facilitate the use of certain portal functions. Cookies are small packages of data that contain specific information (e.g., the time of the server query, the operating system used, the referring website, IP address, etc.) and are stored on the computers of visiting users. When you call up the corresponding server again, your browser will then transmit the cookie it has stored back to the server. You can set your browser to prevent cookies from being stored on your computer. You can also delete cookies that have been placed on your device at any time. Please consult the instructions for your browser for information on how to do this. If your browser is set to refuse cookies, you may not be able to use all of the functions of our Careers Portal.

4. Data we collect and store from applications submitted by postal mail or e-mail

In the event that you should decide to apply for employment by postal mail or e-mail instead of using our Online Careers Portal, you should provide us with your full name, your postal or electronic address, a cover letter and your résumé, mentioning the firm to which you are applying. You are under no legal or contractual obligation to provide these data. However, we will not be able to process your application without these data.

Please indicate whether or not we have your permission to transfer your application to the recruiting officers of other GÖRG firms and keep it for a period of up to 12 months so that we can contact you in the case of future vacancies. Here too, you are under no obligation to do so.

However, please be advised that your application will not be encrypted end-to-end if you do not use encryption technology at your end. We cannot guarantee the security of your data in such cases.

5. Purposes of processing and legal basis

We will use the data you provide in your résumé exclusively for the purposes of processing your application. The legal basis for this is your consent pursuant to Art. 6(1)(a) of the GDPR and, insofar as *special categories* of personal data (e.g., information on your health, your religion, your ethnic origin, your political orientation or other 'sensitive' data) are involved, pursuant to Art. 9(2)(a) of the GDPR. If you would prefer that we not process such *special categories* of data, we recommend that you not provide such information in your application or delete or anonymize it.

You may withdraw your consent, in part or in whole, with future effect at any time. To do so, simply notify us accordingly by e-mail at recruiting@goerg.de, mentioning your full name. Of course, you can also withdraw your consent by postal mail addressed to GÖRG Partnerschaft von Rechtsanwälten mbB, Recruiting, Kennedyplatz 2, 50679 Cologne. Please be advised that we will then not be able to consider your application or not be able to consider it in the form submitted.

If your application is successful, the data submitted could also be used for personnel administration purposes in the course of your employment. The legal basis for this is Art. 6 Abs. 1 S.1 lit. b) of the GDPR.

In addition, we process data for the following purposes to safeguard our legitimate interests pursuant to Art. 6(1)(f) of the GDPR:

- Technical data are collected and stored when visitors use the Careers Portal to ensure stable and secure operation of the portal.
- Legal claims may arise by or against us in connection with the application process (e.g., claims under the General Equal Treatment Act (*Allgemeines Gleichbehandlungsgesetz – AGG*) or liability for pre-contractual conduct). It may therefore under certain circumstances be necessary to process personal data to establish or defend such claims.

6. Recipients of your data

Your application, regardless of whether submitted online, by postal mail or by e-mail, will be read and processed only by the responsible employees of the firm to which you have applied for employment. The latter include selected employees of the personnel department / IT department and partners responsible for applications. All employees involved in data processing have agreed to safeguard the confidentiality of your data.

Our Online Careers Portal is hosted by perbit software GmbH, Siemensstrasse 31, 48341 Altenberge, (hereinafter referred to as “perbit”), which acts as our ‘processor’ within the meaning of Art. 28 of the GDPR. Before perbit was contracted to handle these activities, the company demonstrated to our satisfaction that it can provide sufficient guarantees for secure data processing in compliance with the law. Your data will first be transferred to the servers of perbit by means of an encrypted connection and stored briefly. All data are encrypted using the SSL protocol. Your data will then be transferred to our internal servers via an encrypted connection and permanently erased from perbit’s servers. Your data will not be made available to other third parties.

We may disclose your data to other IT service providers that carry out maintenance work or other IT-related services for us.

We will disclose your personal data to third parties only if and insofar as necessary and legally permissible or in the case of a legal or statutory duty to do so.

7. Duration of storage

Your personal data will be processed only during the application process. If we cannot offer you a position, we will keep the data we receive from you for up to six months after termination of the application process (from the date of notification to that effect) in order to be able to clarify any issues that may arise in connection with your job rejection and fulfill our documentation duties under the General Equal Treatment Act.

If we are still interested in your candidacy and you have given us your consent to do so, we will retain your data for up to 12 months in order to be able to contact you in the case of future vacancies.

You can withdraw your application at any time. Your data will then be erased. However, we also reserve the right to retain certain data for a period of up to six months in such cases in order to fulfill our legal obligations, in particular the documentation duties under the General Equal Treatment Act.

If your application is successful, the data submitted could also be used for personnel administration purposes in the course of your employment. In that case, the data will be stored for the duration of their employment and then erased at the end of the time limits prescribed by law or the respective employment agreement.

8. Right to object, right to access and other rights

Pursuant to Art. 15 of the GDPR, you have the right to obtain access to data we process that pertains to you. In particular, you have the right to receive information on the purposes of such processing; the categories of data processed; the categories of recipients; the contemplated duration of storage; the existence of the right to request rectification, erasure, restriction of or objection to processing; the right to lodge a complaint; the source of the data if not collected by us; and the existence of automated decision-making, including profiling, and any meaningful information on the details.

Art. 16 of the GDPR also gives you the right to have inaccurate data rectified and any incomplete personal data completed.

Additionally, Art. 17 of the GDPR allows you to have personal data concerning you erased if any of the grounds listed in that article applies (if the data are no longer necessary for the purposes for which they were processed; if you have withdrawn your consent and no other legal ground exists for processing; if you have availed yourself of your right to object to processing pursuant to Art. 21 of the GDPR; if the data were unlawfully processed or if erasure is necessary to comply with a legal obligation). However, the right to erasure does not apply where processing is necessary for us to be able to exercise our right of freedom of expression and information, to comply with a legal obligation, for reasons of public interest or for the establishment, exercise or defense of legal claims.

Pursuant to Art. 18 of the GDPR, you also have the right to have the processing of your data restricted if you contest the accuracy of the data; if the processing is unlawful, but you are nevertheless opposed to having it erased; and if we no longer need the data, but you need the data for the establishment, exercise or defense of legal claims or you have objected to processing pursuant to Art. 21 of the GDPR.

Art. 20 of the GDPR also gives you the right to receive personal data that you have made available to us in a structured, commonly used and machine-readable format or to require that the data be transferred to another controller.

Where our processing is based on our legitimate interest grounds under Art. 6(f) of the GDPR, Art. 21 of the GDPR also allows you to object to the processing of your data on grounds relating to your particular situation or if your data are being processed for direct marketing purposes. In the latter case, you have a general right to object without providing any grounds.

According to Art. 7(3) of the GDPR, you may withdraw your consent at any time. That means we may not continue to process data on the basis of that consent in the future.

Please address any requests for information and other queries as well as notification of objection or withdrawal of consent with your full name to recruiting@goerg.de or GÖRG Partnerschaft von Rechtsanwälten mbB, Recruiting, Kennedyplatz 2, 50679 Cologne.

You also have the right to lodge a complaint with a data protection supervisory authority if you are of the opinion that the processing of your data infringes data protection law. Such complaints may, for example, be lodged with the supervisory authority with jurisdiction over the controller.

The competent supervisory authority for **GÖRG Partnerschaft von Rechtsanwälten mbB, GÖRG Rechtsanwälte/Insolvenzverwalter GbR** and **GÖRG Insolvenzverwaltung Partnerschaft von Rechtsanwälten** is the State Commissioner for Data Protection and Freedom of Information in North Rhine Westphalia, Kavalleriestr. 2-4, 40213 Düsseldorf

The competent supervisory authority for **BWLS Stoffersen Partnerschaft mbB von Steuerberatern, Wirtschaftsprüfern und Rechtsanwälten** is the Hamburg Commissioner for Data Protection and Freedom of Information, Ludwig-Erhard-Straße 22, 20459 Hamburg.