

Data Privacy Notice for Job Applicants pursuant to Art. 12 ff GDPR

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, 0221-33660-0, Fax 0221-33660-80, E-Mail: koeln@goerg.de
- GÖRG Insolvency Administration Partnership of Solicitors, Kennedyplatz 2, 50679 Cologne, 0221-33660-0, Fax 0221-33660-80, E-Mail: koeln@goerg.de
- BWLS Stoffersen Partnership of Tax Consultants, Auditors and Solicitors, 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,

E-Mail: dsb-inso@goerg.de

3. Data collected by us in the online application portal

a) Application data

Our online application portal offers you a quick and easy way to apply for a job with us. In addition to manually entering your data and uploading documents, you also have the option of importing your data from your XING or LinkedIn profile. The information that we require from you is marked with an asterisk in the application form (first and last name, email address, cover letter and CV, including information about which company you are applying to). We recommend uploading the relevant documents in a common file format (e.g. PDF, TIF, JPG or Microsoft Word). You also have the option of voluntarily providing additional information via the application form, such as details of your professional career or references.

There is no legal or contractual obligation to provide your data. However, we will not be able to process your application without the information marked as mandatory on the application form.

b) Automatically collected technical data

When using the application portal, your IP address is automatically stored for technical reasons. However, the data is deleted immediately after you leave our website. Otherwise, only access data without personal reference is stored, such as the name of your Internet service provider, the website you visited previously, the date and time of the request, the content of the request (specific page), the access status/HTTP status code, the amount of data transferred in each case the website from which the request originates, the browser, the operating system and its interface, language and version of the browser software (so-called log file). This anonymous data is evaluated solely for the purpose of improving the website and does not allow any conclusions to be drawn about your person. This data is not merged with other data sources.

When using the online applicant portal, so-called 'session cookies' are used, which are deleted again at the end of your visit. The cookies are intended to enable or facilitate the use of certain functions of the portal. Cookies are small data packets that contain certain information (e.g. the time of your server request, the operating system used, the previously visited website, the IP address, etc.) and are stored on the user's computer when visiting a website. If you visit the corresponding server again, your browser sends the previously stored cookie back to the server. You can generally prevent cookies from being stored on your computer by adjusting your browser settings accordingly; you can also delete cookies at any time once they have been set. Please refer to your browser instructions for information on how this works. However, if your browser does not accept cookies, it is possible that certain functions of the applicant portal cannot be used.

4. Data collected by us when applying by post or E-Mail

If you wish to apply to us by post or email rather than via the online application portal, you should send us at least your full name, your postal or email address, a cover letter and your CV, as well as information about which company you are applying to. There is no legal or contractual obligation to provide this data. However, we will not be able to process your application without this information.

We would like to point out, however, that if you do not use encryption technology, your application will not be end-to-end encrypted when sent by e-mail, and we cannot guarantee data security on our part.

5. Data collected by us from third parties

If we deem it necessary for the assessment of your application, we may also collect personal data about you from third parties. This may include, for example, internet research or research on social media (e.g. LinkedIn, XING).

In this case, we also fulfil the information obligation under Art. 14 GDPR with this information obligation. The information on the controller, the purpose of processing, the personal data processed, the storage period and other information within these information obligations also applies to the collection of data from third parties.

6. Purposes of processing and legal basis

We process the data you provide in your application solely for the purpose of processing your application. The legal basis for this is your consent in accordance with Art. 6 para.1 subpara.1 lit. a) GDPR or processing for contractual purposes in accordance with Art. 6 para.1 subpara.1 lit. b) GDPR, insofar as special categories of personal data (e.g. information about your health, your religion, your ethnic origin, your political orientation or other 'sensitive' data) are involved, your consent pursuant to Art. 9 para.2a) GDPR. If you wish to exclude the processing of such special categories of data by us from the outset, we recommend that you do not submit such information and remove or redact it from your documents.

You can revoke your consent in whole or in part at any time with effect for the future. An E-Mail to recruiting@goerg.de stating your full name is sufficient. Of course, you can also send your revocation by post: GÖRG Partnerschaft von Rechtsanwälten mbB, Recruiting, Kennedyplatz 2, 50679 Cologne,

Germany. Please note that we will then no longer be able to consider your application or consider it in the form in which it was submitted.

If your application is successful, the data provided may also be used for personnel matters in the context of employment. The legal basis for this is Art. 6 para.1 subpara.1 lit. b) GDPR in conjunction with employee data protection (including § 26 BDSG).

In addition, data processing is carried out in accordance with Art. 6 para.1 subpara.1 lit. f) GDPR to safeguard our legitimate interests or in accordance with § 24 para 1 No. 2 BDSG for the following purposes:

- The technical data collected when using the application portal is necessary to ensure stable and secure operation of the portal.
- In connection with the application process, mutual legal claims may arise (e.g. claims under the AGG, pre-contractual claims for damages). The processing of personal data may therefore be necessary for the assertion or defence of such claims. The processing of personal data is necessary for the performance of a contract to which you are a party or for the implementation of pre-contractual measures taken at your request.

7. Recipients of your data

Your application (whether online, by post or by E-Mail) will be reviewed and processed exclusively by the relevant employees at the respective responsible party to whom you have applied for a position. These are selected employees from the human resources/IT department and the partners responsible for applications. All employees entrusted with data processing are obliged to maintain the confidentiality of your data.

The online application portal is provided on our behalf by Personio SE & Co. KG, Seidlstr. 3, 80335 Munich (hereinafter 'Personio') as a so-called processor in accordance with Art. 28 GDPR. Before commissioning Personio, we satisfied ourselves that it offers sufficient guarantees for secure and legally compliant data processing. Your data is first transferred to Personio's servers via an encrypted connection and stored there temporarily. All data is encrypted using the SSL protocol. Your data is then transferred to our internal servers via an encrypted connection and permanently deleted from Personio's servers. Your data will not be passed on to other third parties.

We may disclose your data to other IT service providers if they perform maintenance work or other IT-related services for us. We will only disclose your personal data to third parties if and to the extent that this is necessary and legally permissible or if there is a corresponding legal or statutory obligation to do so.

8. Duration of data storage

Your personal data will generally be processed for the duration of the application process. If we are unable to offer you employment, we will store the data you have provided for up to six months after the end of the application process (sending of the rejection letter) in order to answer questions relating to your rejection and to comply with the documentation requirements under the General Equal Treatment Act (AGG).

If you have given us your consent and your application is of fundamental interest, we will store your data for up to 12 months in order to contact you about new job vacancies if necessary.

You can withdraw your application at any time before a decision is made on whether to consider it. In this case, your data will be deleted immediately. However, even in this case, we reserve the right to continue to store certain data for a period of up to six months in order to comply with legal requirements, in particular the documentation requirements under the General Equal Treatment Act.

If your application is successful, the data you have provided may be used for personnel matters in the context of your employment. In this case, the data will be stored for the duration of the employment relationship and deleted after its termination, at the latest after expiry of the statutory

9. Right of withdrawal, right to information and other rights

You have the right:

- in accordance with **Art. 15 GDPR**, to request information about your personal data processed by us;
- in accordance with **Art. 16 GDPR**, to request the rectification of inaccurate data or the completion of data without undue delay
- to demand the erasure of your personal data stored by us in accordance with **Art. 17 GDPR**, unless such a claim precludes this
- to demand the restriction of the processing of your personal data in accordance with **Art. 18 GDPR**, insofar as there is nothing to prevent such a claim
- to exercise your right to data portability in accordance with **Art. 20 GDPR**, insofar as there is nothing to prevent such a claim
- to lodge a form-free objection in accordance with **Art. 21 GDPR**.

With regard to the right to information and erasure (Art. 15, 17 GDPR), the restrictions apply in accordance with §§ 34, 35 BDSG and the GDPR, among others. Furthermore, there is a right to lodge a complaint with the competent data protection supervisory authority pursuant to Art. 77 GDPR in conjunction with § 19 BDSG.

Where our processing is based on our legitimate interest grounds under Art. 6 para. 1 subpara. 1 lit. 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 para.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.