

## Data Protection Policy for Applicants

The following policy describes how GSK STOCKMANN Rechtsanwälte Steuerberater Partnerschaftsgesellschaft mbB, with registered office in Munich, Munich Local Court, No. 533 (hereinafter also referred to as “GSK STOCKMANN”, “we”, “us”) processes your personal data during the application process.

The following gives you an overview of which personal data we process specifically, how we use this data, who we potentially pass your data on to and what data protection rights you are entitled to.

### 1. Who is responsible for processing my data?

This data protection policy applies to data processing carried out by us, GSK STOCKMANN, as the data controller within the meaning of the EU General Data Protection Regulation (“GDPR”).

If you have any questions, suggestions or complaints regarding data protection at GSK STOCKMANN, you can reach us via the following contact details: GSK STOCKMANN Rechtsanwälte Steuerberater Partnerschaftsgesellschaft mbB, Karl-Scharnagl-Ring 8, 80539 Munich, Germany, e-mail: [kontakt@gsk.de](mailto:kontakt@gsk.de).

You can also contact our Data Protection Officer directly at any time via the contact details for GSK STOCKMANN provided above as well as at [christian.szidzek@thales-datenschutz.de](mailto:christian.szidzek@thales-datenschutz.de).

### 2. What personal data do we process?

In the context of the application process, GSK STOCKMANN processes personal data (“applicant data”). In particular, this concerns information that you provided to us. Other information may be generated automatically by you using and communicating via GSK STOCKMANN’s systems; for example, through system logins or sending e-mails. Applicant data may also be generated or made available by third parties.

In particular, the following applicant data is processed:

- personal information, such as name, date of birth, place of birth, nationality, gender, social security number, photo;
- contact details, such as address, telephone number and e-mail address;
- information and documents relating to your professional qualifications and expertise, such as information on education or further training, certificates, diplomas, professional history.



### **3. What are the purposes and legal bases for the data processing?**

GSK STOCKMANN generally requires applicants' data to carry out the application process. In this case, applicants are required to provide the data.

If the data is not required to carry out the application process, you will be informed in advance that the provision of information is on a voluntary basis and is contingent your consent, which can also be refused.

The legal basis for the aforementioned processing of personal data within the context of the application process and the establishment of an employment relationship is Art. 6 para. 1 sentence 1 lit. b) GDPR. In addition, applicant data may be processed to protect the legitimate interests of GSK STOCKMANN or a third party (Section 6 para. 1 lit. f GDPR), with the legitimate interest falling within the scope of necessity for the purpose of processing the application. Furthermore, data processing may be necessary in individual cases for the assertion, exercise or defence of legal claims in judicial, administrative or extra-judicial proceedings (Art. 6 para. 1 sentence 1 lit. f) GDPR).

Insofar as you have given us your consent to process your personal data for certain other purposes, the data processing is lawful according to Art. 6 para. 1 sentence 1 lit. a) GDPR. You can revoke this consent at any time with effect for the future.

### **4. Do we disclose your personal data to third parties?**

At GSK STOCKMANN, access to your personal data is granted to those departments and persons who require this data in the context of the application process. Within the scope of necessity, these include in particular employees of the HR and IT departments as well as the corresponding GSK STOCKMANN lawyer who is involved in the application process.

As a matter of principle, we do not pass on your personal data to third parties, unless otherwise stated in this data protection policy.

Your personal data will only be passed on to third parties as required in the context of the application process.

As part of the application process, we use technical service providers who process personal data on our behalf, e.g. IT service providers. These processors process the data exclusively on our behalf and in accordance with our instructions. Above all, processors are not permitted to use your personal data for their own purposes. The legal basis for such data processing is Art. 28 GDPR.

We will also disclose your personal data to third parties if and to the extent that we are legally obliged to do so (Art. 6 para. 1 sentence 1 lit. c) GDPR), e.g. due to reporting obligations under social and tax law.



## **5. How long do we store your personal data?**

The duration of storage is determined based on the purpose of the data processing and any potential subsequent statutory retention periods.

Unless the other provisions of this data protection policy specify a different retention period, we generally store your personal data for the duration of the application process. If this results in an employment relationship, the applicant data will continue to be processed to the extent necessary for the establishment and implementation of the employment relationship. If no employment relationship is established, the applicant data will be deleted after 6 months at the latest, unless there are other legitimate interests or if you have consented to the further storage of the data.

Data will only be stored beyond this period if we are obliged to store the data for a longer period of time due to social insurance, tax or commercial law or other legal obligations to retain and document data, or if you have consented to the data being stored beyond this period.

If we no longer require your data for the purposes described above, then it will only be stored for the respective statutory retention period and will not be processed for other purposes.

## **6. What rights do you have?**

You have the right to request information from us about your personal data being processed by us. If the legal requirements are met, you have the right to demand that we correct, delete or restrict the processing of your personal data as well as the right to object to the processing of your personal data by us. You also have the right to demand that we send you the personal data that you have provided to us in a structured, commonly used and machine-readable format or that we transfer it to another controller. If you have given your consent to the use of your personal data, you may revoke this consent at any time for the future. You can assert these rights by contacting us or our Data Protection Officer using the contact information provided under Section 1 above.

You have the right to file a complaint about the processing of your personal data with a (competent) data protection supervisory authority.

