

## DATA PROTECTION INFORMATION FOR APPLICANTS

### AMBERO Consulting Gesellschaft mbH

Dear Applicant,

thank you for your interest in our company.

In accordance with the provisions of Art. 13,14 and 21 of the General Data Protection Regulation (GDPR), we hereby inform you about the processing of the personal data that you have submitted during the application process and, if applicable, about the personal data we collect and your rights in this regard.

#### 1. Responsible body in the sense of the data protection law

AMBERO Consulting GmbH  
Westerbachstr. 3  
61476 Kronberg i.Ts.  
06173 325 40 0  
[info@ambero.de](mailto:info@ambero.de)  
[www.ambero.de](http://www.ambero.de)

#### 2. Contact data of our data protection officer

Mrs. Karen Saes, [compliance@ambero.de](mailto:compliance@ambero.de)

#### 3. Purposes and legal principles of the processing

We process your personal data in accordance with the **provisions of the European General Data Protection Regulation (EU-GDPR)** and the **Federal Data Protection Act (BDSG)**, insofar as this is necessary for the decision on the establishment of an employment relationship with us. **The legal basis for this is Art. 88 GDPR in conjunction with § 26 BDSG-neu and, if applicable, Art. 6 para. 1 lit. b GDPR** for the initiation or implementation of contractual relationships.

Furthermore, we may process personal data from you if this is necessary to fulfill legal obligations or for the defense of asserted legal claims against us. The legitimate interest is, for example, a duty to provide evidence in proceedings according to the General Equal Treatment Act (AGG). **If you express explicit consent to the processing of personal data for specific purposes, the lawfulness of this processing is given based on your consent. Granted consent can be revoked at any time, with effect for the future.**

If an **employment relationship** develops between you and us, we may use the personal data we have already received from you for the purposes of the employment relationship, insofar as this is necessary for the execution or for the exercise or fulfillment of the obligations arising from a law or a collective bargaining agreement, a company or service agreement (collective agreement) and obligations of the employees' representation of interests.

#### 4. Categories of personal data

We only process **data that is related to your application**. This can be **general personal data** (name, address, contact details, etc.), information about **your professional qualifications and schooling**, information about **professional further training** and, if applicable, **other data that you provide to us in connection with your application**.

## 5. Sources of data

We process personal data that we receive from you by mail or e-mail when you contact us or apply for a job, or that you send us via LinkedIn, DevelopmentAid or similar platforms.

## 6. Recipient of the data

We pass on your personal data within our company exclusively to the areas and persons who need this data to fulfill contractual and legal obligations or to implement our legitimate interests.

We may transfer your personal data to companies affiliated with us, insofar as this is permissible within the framework of the purposes and legal basis set out in section 3 of this data protection information sheet.

Otherwise, data will only be transferred to recipients outside the company insofar as legal provisions permit or require this, the transfer is necessary for the fulfillment of legal obligations or we have your consent.

## 7. Transfer to a third country

A transfer to a third country is not intended.

A transfer of personal data to countries outside the EEA (European Economic Area) or to an international organization will only take place if this is necessary for the processing and thus for the fulfillment of the contract or, at your request, for the implementation of pre-contractual measures, if the transfer is required by law or if you have given us your consent. The recipients in these cases may include, among others, local partner organizations and clients.

## 8. Duration of data storage

We store your personal data for as long as this is necessary for the decision on your application. Your personal data or application documents will be deleted six months after the end of the application procedure (e.g. the rejection decision). We store your personal data beyond this only, insofar as this is required by law or in the specific case for the assertion, exercise, or defense of legal claims for the duration of a legal dispute.

If, following the application process, an employment relationship, apprenticeship or internship relationship is established, your data will initially continue to be stored and then transferred to the personnel file.

## 9. Expert database

If you would like to be included in our expert database so that you can be considered for future positions in development cooperation projects, we need your consent to store and process your data.

If consent has not yet been given with the sending of the application documents (e.g. by explicit mention in the e-mail message), you will receive a request for consent to include your CV in our expert database.

Once we have received your consent, we will store your application data in our expert database for a period of 5 years. After this period, the collected data will be (automatically) deleted.

The data in our expert database can only be viewed and processed by authorised persons of AMBERO Consulting Gesellschaft mbH.

Should you be considered for a position in a project advertised by one of our clients (e.g. GIZ, KfW, World Bank, etc.), you will be notified and the following data will be processed and transmitted to our client.

- **General data:** Name, country of residence, date and place of birth, marital status.
- **Curriculum vitae data:** Profession, current position, professional qualifications and further training, language skills, professional as well as country experience and reference information.
- Other data that you provide to us in connection with your application.

## 10. Your rights

Every data subject has the right

- to information according to Art. 15 GDPR,
- to correction according to Art. 16 GDPR,
- to deletion according to Art. 17 GDPR,
- to restriction of processing according to Art. 18 GDPR,
- to notification according to Art. 19 GDPR,
- to data portability according to Art. 20 GDPR

In addition, you have the **right to lodge a complaint with a data protection supervisory authority**, if you believe that the processing of your personal data is not lawful.

The right of appeal exists without prejudice to any other administrative or judicial remedy. If the processing of data is based on your consent, you are entitled to **revoke the consent to the use of your personal data at any time**.

Please note that the revocation will only take effect for the future. Processing that took place before the revocation are not affected by this. Please also note that we may need to store certain data for a certain period of time in order to comply with legal requirements (see section 8 of this data protection information).

### Right of objection

Insofar as the processing of your personal data pursuant to Art. 6 para. 1 lit. f DSGVO is carried out for the legitimate interests, you have the **right to object to the processing of your personal data at any time for reasons arising from your particular situation**. We will then no longer process this personal data unless we can demonstrate compelling legitimate reasons for the processing. These must outweigh your interests, rights and freedoms, or the processing must be serve the assertion, exercise or defense of legal claims.

To protect your rights, you can contact us using the contact details provided in section 1.

## 11. Necessity of the provision of personal data

The provision of personal data in the context of application processes is neither legally nor contractually required. You are therefore not obliged to provide information on your personal data. Please note, however, that this information is required for the decision on an application or the conclusion of a contract for employment with us.

If you do not provide us with any personal data, we will not be able to decide regarding the establishment of an employment relationship. We recommend that you only provide personal data in your application that is required to complete the application.

## **12. Automated decision making**

Since the decision on your application is not based exclusively on automated processing, there is no automated decision in individual cases taking place within the meaning of Art. 22 GDPR.

## **13. Data security**

In order to protect your personal data from manipulation and unauthorized access, we have taken various technical and organizational precautions in accordance with the technical state of the art.

**If you would like to be included in our expert database, please send us your consent to the inclusion and processing of your personal data for this specific purpose together with your application.**