

Privacy Policy

1. Information on the collection of personal data

(1) Below, we would like to provide you with information on the collection of personal data when using the website www.biesterfeld.com for job applications. Personal data are all data which relate to you personally, i.e., for instance, your name, address, e-mail address, user behaviour.

(2) Biesterfeld AG, Ferdinandstraße 41, 20095 Hamburg, Germany is responsible under data protection law.

(3) The contact data of the data protection officer of Biesterfeld AG and its affiliates (hereinafter: Biesterfeld) are: Corinna Kulp, BDO AG Wirtschaftsprüfungsgesellschaft, Fuhrentwiete 12, 20355 Hamburg, corinna.kulp@bdo.de.

2. Purpose of data collection

(1) Biesterfeld uses the personal data you provide exclusively to process your application.

(2) After successful completion of the application process, i.e. if you enter into employment at Biesterfeld, we will process your data to prepare for your employment by Biesterfeld. This serves - if necessary - to create an employment relationship and to perform the resulting contractual or pre-contractual obligations.

3. Which personal data will be collected?

(1) As part of the application process (especially if you use Biesterfeld's online tool for applications or send us your application by e-mail or post), we collect the personal data you provide us with.

(2) With your application, you confirm that the information you provide is true. Please note that any false statement or omission may constitute a reason for rejection or subsequent dismissal.

(3) We do not require any information from you that cannot be used in accordance with the German General Equal Treatment Act (*Allgemeines Gleichbehandlungsgesetz*). Therefore, please do not provide any unnecessary information, in particular relating to:

- Diseases
- Pregnancy
- Ethnic origin, political opinions, philosophical or religious beliefs, trade union membership, physical or mental health or sex life

(4) Please do not pass on to us confidential internal information or company secrets of your former or current employer.

4. Who will process the data?

(1) Your data provided to us will be transmitted directly to our HR department for further processing and will be reviewed there, whether you send the information via the application tool on our website or by e-mail or post. HR will then forward your data for the purpose of conducting the application procedure to the positions within Biesterfeld that are involved in the respective selection procedure. There, your data will also be only processed for this purpose.

(2) If you have applied for a specific position and the relevant position has already been filled or if we are of the opinion that you are even more suitable for another position, we will be glad to forward your application within our company, provided you give us your consent.

(3) Unsolicited applications are matched with our current job requirements and then forwarded to the relevant contact person within Biesterfeld.

(4) Personal data will only be passed on to third parties for a specific purpose within the scope of processing of data on our behalf in accordance with data protection regulations, for instance to organisations that operate our servers or provide certain services. These organisations are based in Germany or in other EU member states and are obligated by contractual duties and data protection instructions to handle personal data in accordance with the legal requirements.

5. Storage time

(1) We will keep your personal data for as long as is necessary for the purposes for which they were collected under this Privacy Policy.

(2) If no employment contract is concluded after completion of the application procedure because Biesterfeld has not offered you a job, your data will be stored for a period of ten months. Upon expiry of this period, all data that Biesterfeld has received from you in the course of the application process will be deleted in compliance with data protection regulations.

(3) If, after completion of the application procedure, no employment contract is concluded because you have decided against an employment with Biesterfeld, your data will be deleted in conformity with data protection laws after receipt of your written declaration, consequently before the expiry of the above-mentioned period of ten months.

(4) However, we may be required by law to store certain data for the periods specified in clauses 5.2 and 5.3. In this case, we will ensure that your personal data are treated in accordance with this Privacy Policy for the entire period of time.

(5) With your consent, we will store your complete application documents for a period of two years after completion of the application procedure in order to be able to contact you if a suitable position at Biesterfeld becomes vacant. After completion of the application procedure, you can give us your consent in writing to the address specified in clause 1.2, or by e-mail to bewerbung@biesterfeld.com. You may revoke this consent at any time with effect for the future, via the aforementioned contact channels.

6. Your rights

(1) You have the right to request information from us at any time and free of charge about the personal data stored by us, as well as the origin, recipients or categories of recipients to whom such personal data are passed on, and the purpose of storage.

(2) You also have the right to request us to correct, delete or restrict the processing of your personal data at any time. In addition, you have the right to data portability. Furthermore, you have the right to appeal to the competent supervisory authority at any time.

(3) You also have the right to object to the processing of your personal data by us at any time.

(4) If you have given us your consent to the use of personal data, you may revoke this consent at any time without having to provide reasons for such revocation.

(5) If you wish to assert the above rights, please send an e-mail to bewerbung@biesterfeld.com, or write to the address stated in clause 1.2.

(6) By using the contact form or sending your own e-mail to our contact address and entering your (contact) data, these data, which also include personal data, are forwarded to us and stored. These data will not be passed on by us without your consent. Rather, we use such data exclusively to process your inquiry. After sending the completed contact form, the feedback or the e-mail, you may



object to this use of data at any time without having to provide reasons, and may revoke your consent to the use of this data.

7. Data security

We protect our data with data security measures that comply with current data protection laws and state-of-the-art technology (including firewalls, virus scanners, intrusion detection software).

8. Changes to this Privacy Policy

If we decide to change the contents of this Privacy Policy, we will announce such changes on our website. If we change this Privacy Policy, we will always provide links to earlier versions that are easy to find.

9. Questions about data protection

If you have any other questions on the subject of data protection, please contact the data protection officer named in clause 1.3.

HR & Legal

Last updated: 08 May 2018