

## APPLICANT'S PRIVACY POLICY

For 30 years eco-INSTITUT Germany GmbH has been cooperating with its customers, suppliers and employees in a fair and sustainable way. The responsible handling of your data is important to us and transparency our concern.

## APPLICATION OPEN VACANCIES

If you apply to us for an open job advertisement, your application (applicant master data, qualifications, certificates) will be passed on to the management for review and decision-making. If there is no employment relationship, we will save your data for 6 months after the application process has ended, based on Section 15 (4) AGG. We also define a period of 6 months for the application process. If you would like us to store your data for later vacancies, we need your consent (Article 6, Paragraph 1a, GDPR). In the longest case, we save your application for 2 years.

We process your data on the basis of Section 26 Paragraph 1 BDSG for the purpose of making decisions about an employment relationship. The decision-making process includes viewing the application documents and inviting them to an interview.

## INITIATIVE APPLICATION

If you send us an unsolicited application, we will save your application for up to 2 years. We explicitly point out the retention period in the confirmation of receipt of your speculative application and ask for your consent (Article 7, Paragraph 1, GDPR).

If you send us an unsolicited application, but your application does not concern a position in our INSTITUT, we will delete it immediately (Article 5, Paragraph 1e, GDPR).

## RIGHT

You have the right to free information about your stored personal data, its origin and recipient and the purpose of data processing, as well as the right to correct, block or delete this data (Article 13, Paragraphs 1 and 2 GDPR). You can contact us at any time at the following address for this, as well as for further questions on the subject of personal data:

eco-INSTITUT Germany GmbH  
Schanzenstrasse 6 - 20  
Carlswerk 1.19  
51063 Cologne  
Germany

Management: Dr. Frank Kuebart, Daniel Tigges

Data protection officer: Agnes Müller  
Phone.: +49 221 931245-45  
Email: [agnes.mueller@eco-institut.de](mailto:agnes.mueller@eco-institut.de)

If you believe that the processing of your data violates data protection law or your data protection claims have otherwise been violated, you can complain to the responsible supervisory authority (Article 13, Paragraph 2 GDPR).

State Commissioner for Data Protection and  
Freedom of information North Rhine-Westphalia

Box 20 04 44  
40102 Dusseldorf  
Germany  
Phone: + 49 211 / 38424-0  
Fax: + 49 211 / 38424-10  
Email: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

Cologne, March 11th, 2020  
eco-INSTITUT Germany GmbH