

## Attachment to the Request for Assignment

### Information on data protection

#### General Data Protection Regulation (GDPR)

The following information on data protection aims at informing you about the way in which your personal data is processed by Senior Expert Service (SES), its departments and groups. According to Art. 4 No. 1 GDPR, your personal data includes all information that relates or can be related to your person.

The nature and scope of our business relationship with you determines which data are processed in detail and how they are used. The handling of the data related to your request for assignment and the possible deployment of an SES Expert will be clarified hereinafter.

#### Personal information and data

As soon as you submit a request for assignment to SES to ask for an SES Expert, SES collects, stores and processes data and information that you have provided in the request for assignment, the related correspondence or personally. The data processing is done in paper format as well as digitally. Such information and data **may** include:

- Names of contact persons
- Information on the company/institution

#### Purposes for which data is collected and processed

Personal data is collected, stored, and processed by SES in order to work on your request for assignment. Such data will be saved or forwarded only to the extent required to perform an assignment.

Your data will only be processed to the extent permitted by Art. 6 para. 4 GDPR and in accordance with the original purpose of the request for assignment. If necessary, we would inform you about data processing for other purposes than those mentioned.

#### Transmitting your personal information

Your personal data will only be transmitted to external parties (i.e. potential SES Experts) following your prior consent and only if this is required as a pre-contractual measure and is in accordance with data protection regulations.

#### Your data protection rights

You have the right of access to the personal data stored about you, about the purposes of the processing, about possible transmissions to other authorities and about the duration of the storage. You may also receive excerpts or copies to exercise your right of access. If data is incorrect or no longer necessary for the purposes for which it was collected, you may request that it be corrected, deleted or that its processing be limited.

Should your particular personal situation give you reasons against processing your personal data, you can object to processing. In such a case we will delete the data. If an assignment has already taken place, the right to deletion may be restricted by legal storage obligations.

If you have any questions about your rights and how to exercise them, please contact the International Department at SES or our in-house data protection officer.

## **Legal basis for the processing of your personal data**

The legal basis for the processing of your personal data is the implementation of pre-contractual or contractual measures based on Art. 6 GDPR.

Your data will be collected and processed only to the extent that is necessary for the aforementioned purpose. Insofar as further data is not required directly for the implementation of the assignment, the processing of such data is based on the legitimate interests of SES in accordance with Art. 6(1) lit. b GDPR.

## **Body responsible for the processing of your personal data**

If no deviating contractual agreements have been made, the competent and responsible body for the collection, processing and use of your personal data is SES in the Federal Republic of Germany.

Your data is stored and processed in a database. The technical setup is such that only a specific group of SES employees has the right to access your data and that any unauthorised access or other means of gaining knowledge of your data is excluded according to the current state of the art.

## **Complaints about the processing of your personal data**

Should you have any concerns or questions about the processing of your personal data and information, you can contact our external data protection officer or the Federal Commissioner for Data Protection and Freedom of Information.

- External data protection officer: Sentiguard Datenschutz GmbH & Co. KG, Andreas Dickow, Kreittmayrstr. 21, 80335 München, Germany, [datenschutz@sentiguard.eu](mailto:datenschutz@sentiguard.eu)
- The Federal Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia, Kavalleriestraße 2-4, 40213 Düsseldorf, Germany, +49 211 384 24-0, fax: +49 211 384 24-999, [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

## **Duration of storage**

Your personal data will only be stored for as long as the knowledge of the data is necessary for the purposes for which it was collected, or as long as legal or contractual retention regulations exist.