

Data protection declaration

§ 1 Information about the acquisition of personal data

(1) In the following we inform you about the acquisition of personal data when using our website. Personal data include all data that refer to you personally, e.g. name, address, email addresses, user behavior.

(2) As per art. 4 para. 7 EU General Data Protection Regulation (GDPR), the responsible institution is:

A&A Dr. Allmann Personalberatung GmbH

Robert-Koch-Straße 37, 55129 Mainz

Phone: +49 (0) 6131 622520-0

info@allmannpb.de

(3) Data acquisition for inquiry per email

For questions of any kind, we offer to you the option to contact us by email. Data processing by email for the establishment of a contact is performed in accordance with art. 6 para. 1 p. 1 lit. b GDPR based upon your inquiry. The personal data acquired by us will be deleted after your inquiry has been completed, assumed that legal archiving deadlines are not opposed. The following personal data will frequently be acquired if you contact us as an applicant as part of our recruiting process services:

- Address
- Email
- Phone number
- Education
- Employer
- Income (actual and target)
- Age (thereof birthday as voluntary information)
- Gender
- Foreign languages
- Periods of notice

Depending on the requirement, additional data may be acquired, e.g. your specific professional background, specific expertise etc.

The legal basis for the data acquisition is art. 6 para. 1 p. 1 lit. b) GDPR.

If not explicitly stated as part of this data protection declaration, the data stored by us will be deleted as soon as they are no longer needed for their purpose and if no legal archiving obligations oppose the deletion. If the data are not deleted because they are needed for other legally permissible purposes, then their processing will be restricted. This means that the data will be blocked and not processed for other purposes. This applies, for example, to data that must be archived for legal trade or tax reasons.

(4) As a matter of principle, we process your personal data within the European Union (EU) or the Contract Countries of the Treaty on the European Economic Area (EEA). In case that your personal data will be transferred to a service provider or one of our clients located in a third country for processing, we will ensure the protection of your personal data through suitable guarantees. Therefore, the transfer only takes place if an adequacy decision of the EU Commission exists for the transfer as per art. 45 para. 3 GDPR or if other suitable guarantees in accordance with art. 46 GDPR exist, such as the closing of EU standard contract data protection clauses or the EU-U.S. Privacy Shield. Art. 49 para. 1 lit. b GDPR is used as the legal basis if a transfer to third countries is required as part of a contract with you.

(5) We will inform you in detail about the respective proceedings as shown below if we use assigned service providers for individual functions of our offering or if we want to use your data for advertising purposes. We will also identify the specified criteria for the archiving duration.

§ 2 Your rights

You have the right:

- in accordance with art. 15 GDPR, to request information about your personal data processed by us. You can request especially information about the processing purposes, the category of the personal data, the category of recipients to which your data will be or has been disclosed, the planned storage duration, the existence of a right for correction, deletion, restriction of the processing or objection, the existence of a right to complain, the origin of your data if the data was not acquired by us as well as the existence of an automatic decision making including profiling and possibly meaningful information about their details;
- in accordance with art. 16 GDPR, to request the immediate correction of incorrect data or the completion of data stored by us;

- in accordance with art. 17 GDPR, to request the deletion of your data stored by us if the processing is not required to execute the right of freedom of expression and information, for the fulfillment of a legal obligation, for reasons of public interest or for the assertion, execution or defense of legal claims;
- in accordance with art. 18 GDPR, to request the restriction of the processing of your personal data as far as the correctness of the data is contested by you, the processing is illegal if you decline the deletion of the data and we do no longer need the data, however, if you need the data to assert, exercise or defend legal claims or if you have filed an objection against the processing in accordance with art. 21 GDPR;
- in accordance with art. 20 GDPR, receive your personal data, which you have provided to us, in a structured, established and machine-readable format or to request the transfer to a different responsible person;
- if your personal data are processed based on justified interests in accordance with art. 6 para. 1 p. 1 lit. f GDPR, then you have the right - as per art. 21 GDPR - to object against the processing of your personal data if special reasons exist that are based on your special situation or if your objection is aimed at advertising. In the latter case, you have a general right of objection, which will be implemented by us without the need to identify a special situation. It is adequate to send an email to info@servicevalue.de if you want to exercise your right of rescission or objection
- in accordance with art. 7 para 3 GDPR, to cancel the agreement once provided by you to us. This results in the fact that we cannot continue the data processing, which was based on this agreement, for the future and
- in accordance with art. 77 GDPR, to complain to a regulating authority. Normally, you can contact the regulating authority of your residence or workplace or contact our office.

§ 3 Acquisition of personal data when visiting our website

(1) We only acquire the personal data that your browser transmits to our server if you use the website only for information, which means that you yourself do not transmit information through the contact form or through email. If you want to look at our website, then we acquire the following data, which are technically required for us to display our website to you and to guarantee the stability and safety (the legal basis is art. 6 para. 1 p. 1 lit. f GDPR):

- of the website from which you call up our site
- the IP address
- the access date and the access time
- the inquiry of the client

- the http answer code
- the transferring data volume
- the information about the browser and the operating system used by you.

The data will be deleted if they are no longer needed technically or for the protection of the system.

(2) Cookies will not be placed when visiting our website.

§ 4 Data security

This website uses an SSL or TLS encryption for safety reasons and to protect the transmission of personal data and other confidential contents (e.g. orders or inquiries to the responsible person). You can identify an encrypted connection by the display of the character sequence "https://" and the lock symbol on your browser bar. Incidentally, we use suitable technical and organizational safety measures to protect your data against accidental or intentional manipulation, partial or complete loss, destruction or against the unauthorized access of third parties. Based on the technological development, our actions and measures will be improved continuously.