

PRIVACY NOTICES

IN THE CONTEXT OF EXECUTIVE SEARCH SERVICES IN ACCORDANCE WITH ARTICLE 13 GDPR, 14 GDPR

To whom it may concern

We attach great importance to protecting your data. In the following, we would like to inform you about the purposes for which Heads! International GmbH & Co. KG processes your personal data.

CONTROLLER

Heads! International GmbH & Co. KG
Prinz-Ludwig-Palais
Türkenstr. 7
D-80333 Munich

phone: +49 89 515559-0
fax: +49 89 515559-22
e-mail: datenschutz@heads.eu
web: www.headsinternational.com

DATENSCHUTZBEAUFTRAGTER

Dr. Karsten Kinast, LL.M., Attorney at Law
KINAST Rechtsanwalts-gesellschaft mbH
Nordstrasse 17a
D-50733 Cologne

phone: +49 221 222183-0
e-mail: dsb-heads@kinast.eu
web: www.kinast.eu

WE PROCESS THE FOLLOWING SOURCES/DATA CATEGORIES

SOURCES:

- XING, LinkedIn, other publicly available sources

DATA CATEGORIES:

- Applicant data (contact details, CV, cover letter)
- Photo
- Testimonials
- References
- Salary information

PURPOSE AND LEGAL BASIS FOR DATA PROCESSING

To the extent that you have given us consent to the processing of your personal data for one or more specific purposes (e.g. information about other/further positions), the legal basis for the processing of your data is Article 6 (1) lit. (a) GDPR.

If the processing of personal data is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, Article 6 (1) lit. (b) GDPR serves as a legal basis.

The processing of personal data is necessary for compliance with a legal obligation to which controller is subject (e.g. commercial law, tax laws, etc.) results on the basis of Article 6 (1) lit. (c) GDPR.

If the processing is necessary in order to protect the vital interests of data subject or of another natural person, Article 6 (1) lit. (d) serves as a legal basis.

Article 6 (1) lit. (e) serves as a legal basis, if the processing of your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Article 6 (1) lit. (f) serves as a legal basis if processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

NEED TO PROVIDE PERSONAL DATA

The personal data collected is required for processing as part of the executive search.

DURATION OF PROCESSING

The processing of personal data ends with filling the position or after the completion of the mandate. After filling the job, the personal data will be deleted after 6 months. We will only process your personal data beyond this period if you have given your consent or if prolonged storage is required due to litigation. After the period of purpose or revocation of your consent, the relevant data will be routinely blocked and deleted in accordance with legal requirements.

TRANSMISSION TO THIRD PARTIES

Data is passed on to third parties only on the basis of legal permits and within the scope of legal requirements.

Within our company, on the basis of your consent or due to the legitimate interest, only persons and bodies receive your personal data, which they receive for the purpose of placement or execution of the contract with our clients, for fulfilment of administrative tasks, obtain legal obligations or business interests.

Outside of our company, we transmit your data to our clients who have instructed us to look for a suitable candidate based on our contractual obligation. If we use third-party services, we shall, for example, take appropriate legal precautions by entering into an order processing contract, as well as appropriate technical and organizational measures to protect the personal Data.

Insofar as we engage third-party service providers, we take appropriate legal, technical, and organisational measures to ensure the protection of personal data in compliance with statutory requirements. One such service provider is Ezekia, with whom we have entered into a data processing agreement to ensure the secure processing of data.

TRANSMISSION TO THIRD COUNTRIES

A prerequisite for the transfer of personal data is that the third country guarantees an adequate level of data protection. This requires an adequacy decision by the European Commission. To date, the European Commission has only issued such decisions for certain countries (e.g., Canada, Switzerland, and Argentina) and made corresponding statements. For all other countries, the adequacy of data protection must be assessed on a case-by-case basis.

Ezekia may engage sub-processors to provide its services. In such cases, it is ensured that these sub-processors either operate within the European Economic Area (EEA) or, where data processing occurs in a third country, that appropriate safeguards are implemented in accordance with Article 44 et seq. GDPR. These safeguards include, in particular, the EU Standard Contractual Clauses or adequacy decisions of the European Commission.

RIGHTS OF DATA SUBJECTS

Article 13 para 2 of the GDPR provides you with the following rights:

- The right to information (Article 15 GDPR)
- The right to rectification (Article 16 GDPR)
- The right to erasure (Article 17 GDPR)
- The right to restriction of processing (Article 18 GDPR)
- The right to withdraw consent (Article 7 GDPR)
- The right to data portability (Article 20 GDPR)
- The right to lodge a complaint with a supervisory authority (Article 77 GDPR)

THE RIGHT TO OBJECT (ARTICLE 21 OF THE GDPR)

You have the right to object for reasons arising from your particular situation, at any time, against the processing of your personal data in accordance with Article 6 para 1 lit. f GDPR, including profiling based on these provisions. The controller will no longer process your personal data unless he can demonstrate compelling, legitimate grounds for processing that override your interests, rights and freedoms, or the processing is necessary for the establishment, exercise or defence of legal claims.

POSSIBILITY OF APPEAL:

You have the option to contact the aforementioned Data Protection Supervisor or a data protection regulator with a complaint. The data protection regulator responsible for us is:

State Office for Data Protection Supervision (BayLDA)
Promenade 27
91522 Ansbach
phone: +49 981 5313-00
e-mail: poststelle@lda.bayern.de