

DATA PROTECTION

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## 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! GmbH & Co. KG processes your personal data.

### Controller

Heads! 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](mailto:datenschutz@heads.eu)  
web: [www.headsinternational.com](http://www.headsinternational.com)

### Data protection officer

Dr. Karsten Kinast, LL.M., Attorney at Law  
KINAST Rechtsanwaltsgesellschaft mbH  
Hohenzollernring 54  
D-50672 Cologne

phone: +49 221 222183-0  
e-mail: [mail@kinast.eu](mailto:mail@kinast.eu)  
web: [www.kinast.eu](http://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.

### **Transmission to third countries**

Personal data may be transferred on the condition that the third country ensures an appropriate level of data protection. This requires a separate decision from the European Commission. So far, the European Commission has only made this decision and issued a corresponding statement for individual countries (e.g., Canada, Switzerland, UK, Argentina).

For all other countries, it is necessary to check on a case-by-case basis whether an adequate level of protection can be assumed. Currently, we do not transfer your personal data to a third country.

## Rights of affected persons

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 revocation in the event of automated individual decision-making, including profiling (Article 22 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 defense 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](mailto:poststelle@lda.bayern.de)