

# Data protection declaration according to Art 13 + 14 EU DSGVO Duty to inform

The responsible body within the meaning of the data protection laws, in particular the EU data protection basic regulation (DSGVO), is:

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## Your rights as a data subject

You can exercise the following rights at any time under my contact details:

- Information about your data stored with me and their processing.
- · Correcting incorrect personal data,
- · Deletion of your data stored with us,
- Restriction of data processing, provided that I am not yet allowed to delete your data due to legal obligations,
- · Objection against the processing of your data by me and
- Data transferability, provided that you have consented to the data processing or have concluded a contract with me

If you have given me your consent, you can revoke it at any time with effect for the future.

You may at any time submit a complaint to the supervisory authority responsible for you. Your competent supervisory authority depends on the federal state of your residence, your work or the suspected violation. A list of the supervisory authorities (for the non-public sector) with their addresses can be found at: https://www.bfdi.bund.de/DE/Infothek/Anschriften Links/anschriften links-node.html.

### Purposes of data processing by the responsible authority and third parties

I process your personal data only for the purposes stated in this privacy policy: Initiation and implementation as well as for the fulfilment and processing of all contractual obligations of the employment relationship.





Your personal data will not be transferred to third parties for purposes other than those mentioned. I only pass on your personal data to third parties if:

- · you have given your express consent,
- the processing is necessary for the execution of a contract with you,
- the processing is necessary for the fulfilment of a legal obligation

the processing is necessary to protect legitimate interests and there is no reason to assume that you have an overriding interest worthy of protection in not disclosing your data

#### Deletion or blocking of the data

I adhere to the principles of data avoidance and data economy. I therefore only store your personal data for as long as is necessary to achieve the purposes stated here or as required by the various storage periods provided for by law. After the discontinuation of the respective purpose or expiry of these periods, the corresponding data is routinely blocked or deleted in accordance with the statutory provisions.

#### Change of my privacy policy

I reserve the right to adapt this data protection declaration so that it always meets the current legal requirements or to implement changes to my services in the data protection declaration, e.g. when introducing new services. The new data protection declaration then applies to your renewed visit.

#### Questions to the responsible person

If you have any questions regarding data protection, please contact the personnel department, send me an e-mail or contact me directly: contact details at the top

01.06.2020, Paderborn

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