

DATA PROTECTION

INFORMATION ON THE OBLIGATION TO PROVIDE INFORMATION WHEN COLLECTING PERSONAL DATA

in accordance with Articles 13 and 14 of the General Data Protection Regulation
(hereinafter referred to as GDPR)

Our handling of your data and your rights

The protection and security of our customers', candidates' and reference providers' data are extremely important to us. Our business processes are therefore designed to minimize personal data collected or processed. We ensure that all collected and stored data is secure.

The following statement explains which personal information we collect in the course of our business activities, in particular in the course of our research for search mandates, how this information may be used and which rights you are entitled to.

To enhance the readability of the website, no distinction has been made between male and female. References to persons shall be understood to refer to either sex.

Information according to Art. 13 para. 1 GDPR

1. Who processes your data?

Your data is processed by Klein Company Executive Search GmbH
Luise-Ullrich-Strasse 14, 80636 Munich,
phone: +49 89 215 400 530, e-mail: datenschutz@kleincompany.de
Internet: www.kleincompany.de

2. Who are your contact persons in respect of data protection?

If you have any questions regarding data protection, please contact Klein Company;
e-mail: datenschutz@kleincompany.de

3. What personal data do we collect from you?

In principle, we only collect personal data we need about you to fulfil our orders.
This is essentially information that helps better understand your professional career or your professional and personal qualifications.

These include, among other things, name, address, phone numbers, e-mail addresses, employer, position, data on your background, evaluations (e.g. in the context of certificates). We collect this data directly from you in the context of personal discussions or ones on phone, written exchange or through documents that you provide us with (e.g. CVs, training certificates, employment references, etc.)

4. For what purpose do we process your personal data?

Your data will be processed for the following purposes: We use the data collected about you exclusively in the context of our business activities, i.e. essentially to implement a personnel consulting project for filling specialist and management positions.

The declaration of consent under data protection law is separate from these data protection notices and will be obtained by us if necessary.

5. What are the legal bases for processing your data?

The processing of your personal data is based on our legitimate interest, Art. 6 para. 1 lit. f GDPR, and on your consent, Art. 6 para. 1 lit. a GDPR if you have given us your declaration of consent (see Section 4).

6. What is the legitimate interest in the processing of your data?

We are interested in finding the best possible candidates for personnel consulting projects commissioned by our customers. Usually, these correspond with the interest of candidates hoping to receive interesting positions.

7. To whom will your data be disclosed?

The data collected about you will not be passed on to third parties without your consent. We only pass on your personal data brought to our knowledge to our customers if we have a declaration of consent under data protection law and only after consulting with you directly.

8. Is there an intention to transfer your data to a third country?

Essentially, it can be assumed that there is no intention of transferring your personal data to a third country or to an international organisation.

9. How long do we store your data for?

Your data will be stored for as long as the project exists or for as long as the legal requirements for storage periods prescribe this. The longer period shall apply in each case. If there is a consent under data protection law, your data will be used until your declaration of consent has been revoked.

10. What rights (right to information, right to object, etc.) do you have?

You have various rights under the General Data Protection Regulation.

Details are set out, in particular, in Articles 15 to 18, 20, 21 and 77. These are mainly:

- > Right of information: You can ask the data controller to confirm whether personal data concerning you will be processed by us.
- > Right to rectification: You have a right to rectification and/or completion of data held by the data controller if your processed personal data is incorrect or incomplete.
- > Right to deletion: You can request the deletion of your personal data. Your right to deletion depends, among other things, on whether the data concerning you is subject to a statutory storage obligation.
- > Right to limitation: Under certain circumstances, you may request that your personal data be limited in its processing.
- > Right to object: You have the right, for reasons arising from your specific situation, to object to the processing of personal data concerning you at any time, which is carried out in accordance with Art. 6 para. 1 lit. e or f GDPR. This also applies to profiling based on this provision.

- > Data portability: You have the right to obtain your personal data that you have provided to the data controller in a structured, commonly used and machine-readable format.
- > Right to appeal: If you believe that we have not or have not fully complied with your request, you may file a complaint with the appropriate data protection supervisory authority. This right is without prejudice to any other administrative or judicial remedy. The data protection authorities responsible for us are:
Bavarian State Office for Data Protection Supervision (BayLDA), Promenade 27 (Schloss), 91522 Ansbach, phone: +49 981 53 1300, fax: +49 981 53 98 1300, e-mail: poststelle@lda.bayern.de, Internet: www.lda.bayern.de

11. Revocation of consent for processing in accordance with Art. 6 para. 1 lit. a or Art. 9 para. 2 lit. a GDPR

You have the right to revoke your consent at any time. This revocation will not affect the lawfulness of any processing done beforehand.

12. Is there an obligation to provide your personal data and what are the consequences of non-provision?

If you do not provide us with certain details of your personal data, you can no longer be considered for personnel projects within the scope of our activities.

13. Does automatic decision-making, including profiling, take place?

Automatic decision-making, including profiling, does not take place.

Information according to Art. 14 GDPR

Under certain circumstances, we will not directly collect information from you personally; third parties or public sources will act as information providers.

14. Who sent us your data?

Your data is sent to us from the following sources, for example:

- > External researchers who are commissioned by us and provide research services for us
- > Personal recommendations from reference sources (partially anonymised to maintain confidentiality)
- > Public sources (see below)

15. Does your data come from public sources?

Your data is sent to us from the following public sources:

- > Publicly accessible search results from Internet search engines (e.g. Google, Bing, Yahoo, etc.)
- > Publicly accessible company websites, press articles, phone directories or similar sources
- > Data made public from professionally or privately used social media with and without access restriction (e.g. LinkedIn, Xing, Viadeo, etc.)