

## Privacy information for the processing of applicant data

The protection of your personal data is important to us. To the extent that we collect, process or utilize your personal data, this occurs within the context of prevailing German and European data protection legislation (EU General Data Protection Regulation [EU GDPR], German Data Protection Act [BDSG]). Below we describe how data relating to you are processed, as well as which rights you have as a data subject.

### 1. Name and contact data of the processing manager

This data protection information is valid for data processing by (= area responsible pursuant to Art. 4 No. 7 GDPR):

Kvinta GmbH  
Pariser Platz 6a  
10117 Berlin  
Phone: +49 30 300 149 3053  
E-Mail: [backoffice@kvinta.com](mailto:backoffice@kvinta.com)

### 2. Gathering and saving of personal data as well as the type and purpose of its utilisation

As part of the application process, we process your personal data for the ongoing application process.

The responsible contact person is Mr. Stepan Lialine, E-Mail: [backoffice@kvinta.com](mailto:backoffice@kvinta.com).

Your personal data is processed for the purpose of handling your application in response to a specific job advertisement or as a speculative application.

Your personal data includes first and last name, address, date of birth, gender, nationality, religious denomination, health data, cover letter, photo, curriculum vitae (including details of your personal, educational and professional background), references, certificates, evidence and all contact details under which we can reach you.

**It is not possible to process an application without processing your personal data.**

The legal basis for this type of data processing is in particular Art. 6 (1) S. 1 lit. a), b), c), e) GDPR.



#### BANK ACCOUNT

HypoVereinsbank Berlin-  
Charlottenburg  
BCN 100 208 90  
Bank Account 3140703  
IBAN DE05 1002 0890 0031 4107 03  
BIC HYVEDEMM488

#### MANAGING DIRECTORS

Stepan Lialine  
Konstantin Dipner

#### REGISTRY

Registered office: Berlin  
Registry court: Company  
register Berlin  
Registry number: 217220  
VAT No: DE329841378

#### CONTACT

Pariser Platz 6a  
10117 Berlin  
Germany  
Tel.: +49 30 300 149 3053  
Fax: +49 30 300 149 3030  
E-Mail: [backoffice@kvinta.com](mailto:backoffice@kvinta.com)  
[www.kvinta.com](http://www.kvinta.com)

Processing on the basis of legitimate interests only takes place in the case of Art. 6 (1) S. 1 lit. f) GDPR.

The processing of your personal data for specific purposes (e.g. obtaining references from previous employers or the use of your data for subsequent vacancies) is based on your consent.

### 3. Duration of storage of personal data

In principle, we process and store your data for the duration of your application. This also includes the initiation of a contract (pre-contractual legal relationship).

In addition, we are subject to various storage and documentation obligations, which result, among other things, from the German Commercial Code (HGB) and the German Fiscal Code (AO). The retention and documentation periods specified there are up to ten years beyond the end of the contractual relationship or the pre-contractual legal relationship.

If you are not hired, your application documents will be returned in their original form after six months. Electronic data will be deleted accordingly after three months.

If we wish to store your data for longer for subsequent vacancies, we will obtain your consent separately. In this case, your data will be deleted at later dates; you will be informed of the details in connection with the respective process.

If the data is no longer required for the fulfillment of contractual or legal obligations and rights, it will be deleted on a regular basis.

### 4. Transfer of data

In order to fulfill our contractual and legal obligations, we use external service providers, such as a tax consulting company, lawyers, software development companies, to whom we transfer your personal data if necessary.

In addition, we or the aforementioned service providers may transfer your personal data to other recipients, such as authorities for the fulfillment of legal notification obligations (e.g. tax authorities).

### 5. Data subjects' rights

You can request information about the data stored about you at the above address.



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[www.kvinta.com](http://www.kvinta.com)

In addition, you may, under certain conditions, request the correction or deletion of your data. You may have a right to restrict the processing of your data and a right to receive the data you have provided in a structured, common and machine-readable format.

Insofar as you have given separate consent to the processing of personal data, you may revoke your consent at any time. By revoking the consent, the data processed until the revocation remains lawfully processed. The revocation of consent must be declared to the same office to which you also declared your consent.

## 6. Right of complaint

You have the possibility to address a complaint to the data protection officer in our company or to a data supervisory authority. The data protection supervisory authority responsible for us is:

### **Berlin Commissioner for Data Protection and Freedom of Information**

Alt Moabit 59-61  
10555 Berlin  
Phone: +49 30 13889-0  
Fax: +49 30 21550  
E-Mail: [mailbox@datenschutz-berlin.de](mailto:mailbox@datenschutz-berlin.de)

## 7. Right of appeal

To the extent that your personal data are processed based on justified interests pursuant to Art. 6 (1) S. 1 lit. f) GDPR, you are entitled pursuant to Art. 21 GDPR to lodge an appeal against the processing of your personal data, to the extent that related reasons exist deriving from your particular situation, or the appeal relates to direct marketing. In the latter instance, you have a general right of appeal, which we implement without stating a particular situation.

If you wish to utilise your right of revocation or appeal, it is sufficient to send an email to [backoffice@kvinta.com](mailto:backoffice@kvinta.com). Alternatively, you can send your appeal or revocation in writing to our contact address.

## 8. Data transfer to a third country

If we transfer personal data to service providers outside the European Community beyond the descriptions within this privacy information, we will only do so to the extent that the third country has been confirmed by the EU Commission to have an adequate level of data protection or other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses). In this case, you will be informed separately about the data transfer to a third country.



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