

## Privacy Statement Allround Service

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The protection of your data is very important to us.

With regard to your application, we refer to the following information in accordance with the EU General Data Protection Regulation (hereafter "**GDPR**") and provide you with a simple overview of what happens with your personal data.

### 1. Data collection

By sending your documents to us, you explicitly agree that we may collect, process and use the data provided to us, for the purpose of processing your application.

Allround Service will record and store your documents for the purpose of making selections regarding the vacancy in question or the activity/activities assigned to freelance staff.

Personal data is all data that contains individual details about personal or factual circumstances, e.g. name, address, date of birth, age or gender. This may include sensitive data, such as health information, trade union membership or religion.

In the case of recruitment and/or inclusion in our internal freelancers' database, the information we record will include the following:

- Name of company
- Salutation, such as title, given name and surname;
- One or more valid email addresses;
- Address;
- One or more telephone numbers (landline and/or mobile);
- Bank and payment institution for processing of payments
- The relevant documents necessary for the appointment/contract performance.

For further information, please read our general data privacy statement ([see here](#)).

### 2. Erasure of data

In the case of a rejection or a negative decision, your application data will be erased 6 months at the earliest following the submission of the application in the case of freelancers, or following the end of the application procedure for advertised vacancies. This does not apply if there are statutory regulations preventing the erasure of the data, or if it is necessary to continue storing the data for documentation purposes, or if you have agreed that it may be stored for a longer period of time.

If your application results in the agreement of a contract, your data may be stored and used for the customary organisational and administrative purposes subject to the applicable legal regulations. Before receiving their first award of contract, freelance staff will be required to sign a separate Data Privacy and Commissioned Data Processing Declaration. You may, of course, at any time contact our data protection officer at the address set out above or at [petra.schmidt@allroundservice-team.de](mailto:petra.schmidt@allroundservice-team.de).

You have the right to withdraw your application at any time.

### 3. Relevant rights

You have the right to:

- withdraw at any time your consent previously given to us, in accordance with Art. 7 para. 3 of the GDPR. the consequence of this will be that in the future, we will no longer be able to perform any data processing that relies on this consent;
- request information about your personal data that is being processed by us, in accordance with Article 15 of the GDPR. In particular, you can request information about the purposes of processing, categories of personal data, categories of recipients to whom your personal data has been or will be disclosed, planned length of storage, existence of a right to rectification, deletion, restriction of processing or of objection, existence of a right to lodge complaint, the source of your data if it was not gathered by ourselves, existence of automated decision-making including profiling and, if applicable, meaningful information about relevant details;
- request the immediate rectification of incorrect or incomplete details of your personal data stored with us, in accordance with Article 16 of the GDPR.
- request the erasure of your personal data stored with us provided that the processing of it is not required for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of the public interest, or for the establishment of, exercise of or defence against legal claims, in accordance with Article 17 of the GDPR;
- request restriction of the processing of your personal data, in accordance with Article 18 of the GDPR, to the extent that the accuracy of your personal data is contested, the processing thereof is unlawful, you, however, opposed the erasure of the data and we no longer need the data, you nevertheless require it for establishment of, exercise of or defence against legal claims, or you have objected to processing in accordance with Article 21 of the GDPR;
- request to receive your personal data that you have provided to us in a structured, commonly-used and machine-readable format or to have this data transmitted to another controller, in accordance with to Article 20 of the GDPR; and
- lodge a complaint with a supervisory authority in accordance with Article 77 of the GDPR. For this purpose, you may as a rule contact the supervisory authority in your habitual place of residence or place of work or the place of the company head office.

### 4. Right of objection

If your personal data is processed on the basis of legitimate interests in accordance with Article 6 para. 1 sentence 1 point f) of the GDPR, you have the right under Article 21 of the GDPR to lodge objection against the processing of your personal data if you have reason to do so that ensues from your specific situation.

If you wish to exercise your right to objection, simply send a standard email message to [info@allroundservice-team.de](mailto:info@allroundservice-team.de).

### 5. Sharing of data with third parties

We may be required by national or international law to disclose your personal data to authorities with legitimate interests.

Where necessary for conducting business dealings with you in accordance with Article 6 para. 1 sentence 1 point b) of the GDPR, your personal data will be shared with third parties.

Professional confidentiality shall remain unaffected. If the personal data comprises data subject to the terms of

executed contracts or confidentiality agreements, any sharing with third parties shall take place only in consultation with you.

For the purposes of our internal project organisation, we use service providers who may also access personal data within the scope of their professional tasks. These service providers include:

- Tax consultants for processing of tax returns and annual financial statements;
- External bookkeepers for bookkeeping purposes;
- IT service providers for maintenance of our IT systems; and
- Interpreters, translators, editors and typists working under obligation of professional confidentiality, whom we engage as freelance staff within the scope of provision of the services.

Data may be processed by the service providers exclusively for the specified purposes. The service providers are obligated to maintain the strictest confidentiality either by law or under contractual agreements. They have been informed that any infringement of confidentiality can also render the service provider liable for criminal prosecution.

## 6. Data security

Your personal data is protected through the application of appropriate technical and organisational measures (TOM). These measures relate in particular to protection against unauthorised, illegal or accidental access, processing, loss, use and manipulation.

## 7. Updating of this declaration

As this Privacy Statement may be updated from time to time, it is always necessary to note the amendment date of the contract (see footnote). Allround Service's Data Protection Officer can be contacted at the above address and at [petra.schmidt@allroundservice-team.de](mailto:petra.schmidt@allroundservice-team.de).

*For the sake of simplified reading in general, all pronouns refer to both genders. We would therefore like to point out that the exclusive use of male pronouns should be explicitly understood as gender-independent.*