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## Data Protection Information for Applicants

Data protection information regarding the processing of applicant data in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR) at Leipziger Dok-Filmwochen GmbH.

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Dear applicant,

We are delighted about your interest in our company. In accordance with the requirements of Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR) we hereby inform you about the processing of the personal data transferred by you as part of the application process and, if applicable, the personal data collected by us and your rights in this regard. In order to guarantee that you are fully informed about the processing of your personal data as part of the application process, please take note of the following information.

### 1. Controller within the meaning of the data protection law

Leipziger Dok-Filmwochen GmbH  
Katharinenstr. 17  
04109 Leipzig  
Telefon: 0341 30864-0  
info@dok-leipzig.de  
www.dok-leipzig.de

### 2. Contact details of our data protection officer

[datenschutz@dok-leipzig.de](mailto:datenschutz@dok-leipzig.de)

### 3. Purpose and legal grounds of the processing

We process your personal data in accordance with the provisions of the European General Data Protection Regulation (EU GDPR) and the Federal Data Protection Act (BDSG), provided this is necessary for the decision regarding the establishment of an employment relationship with us. The legal basis for this is Article 88 of the GDPR in connection with Article 26 of the Federal Data Protection Act (BDSG - new) as well as, if required, Article 6 Paragraph 1 letter b of the GDPR for the initiation or implementation of contractual relationships.

In addition, we can process your personal data, provided this is required for the fulfilment of legal obligations (Article 6 Paragraph 1 letter c of the GDPR) or for the defence of asserted legal claims against us. The legal basis for this is Article 6

Paragraph 1 letter f of the GDPR. The legitimate interest is, for example, a burden of proof in a process in accordance with the General Act on Equal Treatment (AGG). If you give us express consent for the processing of personal data for certain purposes, the legality of this processing exists on the basis of your consent in accordance with Article 6 Paragraph 1 letter a of the GDPR. Consent which has been given can be revoked at any time, with effect for the future (see Point 9 of this data protection information).

If an employment relationship between you and us arises, we can process, in accordance with Article 88 of the GDPR in connection with Article 26 of the Federal Data Protection Act (BDSG new), the personal data already received from you for purposes of the employment relationship, provided this is required for the performance or termination of the employment relationship or for the exercising or fulfilment of the rights and obligations of the representation of the interests of the employees which arise from a law or a wage agreement, an agreement between the works council or a management or works agreement (collective agreement).

### 4. Categories of personal data

We only process data which is associated with your application. This could be general data about you (name, address, contact details etc.), information about your professional qualifications and school education, information about vocational training as well as, if required, other data which you send us in connection with your application.

## 5. Sources of data

We process personal data which we receive from you by post or email as part of initial contact with us or as part of your application.

## 6. Recipients of the data

We only pass on your personal data within our company to the departments and persons who require this data for the fulfilment of contractual and legal obligations or for the realisation of our legitimate interest.

Otherwise, the passing on of data to recipients outside the company only takes place if legal provisions allow or require this, if the passing on of data is required for the fulfilment of legal obligations or if we have your consent for this.

## 7. Transfer to a third country

A transfer to a third country is not envisaged.

## 8. Duration of the data storage

We store your personal data for as long as this is required for the decision about your application. Your personal data or application documents shall be deleted a maximum of six months after completion of the application process (i.e. the announcement of an unsuccessful application), provided a longer storage duration is not legally required or permissible. Beyond this, we only save your personal data if this is legally required or is required in the specific case of the assertion, exercising or defence of legal claims for the duration of legal action.

In the event that you have consented to longer storage duration of your personal data, we shall store your personal data in accordance with your declaration of consent.

If, following the application process, an employment relationship, apprenticeship or internship arises, your data shall first of all continue to be stored and subsequently transferred to the personnel file, provided this is necessary and permissible.

You may, following the application process, receive an invitation for inclusion in our talent pool. This allows us to take you into consideration for suitable vacancies from our selection of applicants in the future. If we have corresponding consent from you, we shall store your application data in our talent pool in accordance with your consent or, if necessary, future consent.

## 9. Your rights

Each affected person has the right to receive information in accordance with Article 15 of the GDPR, the right to correction in accordance with Article 16 of the GDPR, the right to deletion in accordance with Article 17 of the GDPR, the right to restriction of processing in accordance with Article 18 of the GDPR, the right to notification in accordance with Article 19 of the GDPR and the right to data portability in accordance with Article 20 of the GDPR.

Furthermore, if you are of the opinion that the processing of your personal data has not taken place lawfully, you have the right to lodge a complaint with a supervisory authority in accordance with Article 77 of the GDPR. The right to lodge a complaint exists without prejudice to any other administrative or judicial remedy.

Provided the processing of data takes place on the basis of your consent, you are entitled to revoke your consent to the use of your personal data at any time in accordance with Article 7 of the GDPR. Please note that the revocation only has effect for the future. Processing which takes place before revocation is not affected. In addition, please note that we must retain certain data for the fulfilment of legal requirements for a certain duration (if required; see Point 8 of this data protection information).

### Right of objection

If the processing of your personal data takes place for the safeguarding of legitimate interests in accordance with Article 6 Paragraph 1 letter f of the GDPR, you have the right, in accordance with Article 21 of the GDPR, to file an objection against the processing of this data at any time for reasons which arise from your particular situation. We shall no longer process this personal data, unless we are able to demonstrate compelling legitimate grounds for the processing. They must override your interests, rights and freedoms, or the processing must be for the assertion, exercising or defence of legal claims.

You are welcome to contact us with regard to the safeguarding of your rights.

## 10. Necessity of the provision of personal data

The provision of personal data as part of application processes is neither legally nor contractually stipulated. You are therefore not obligated to provide information about your personal data.

However, please be aware that this is required for a decision about an application or the conclusion of a contract in relation to an employment relationship with us. If you do not provide us with any personal data, we will not be able to make a decision for the establishment of an employment relationship. We recommend that as part of your application you only provide the personal data which is required for the implementation of the application.

#### **11. Automated decision-making**

As the decision about your application is not based exclusively on automated processing, an automated individual decision does not take place within the meaning of Article 22 of the GDPR.