



## Data protection information for all applicants at FSC International

In this document we would like to inform you which of your personal data we process when you apply at FSC International and thus either at FSC Global Development GmbH or FSC International Center GmbH in Bonn. With this information, we would like to fulfill the obligations set up by the EU General Data Protection Regulation (GDPR) and to inform you in a transparent and comprehensive manner about our data processing.

The responsible body according to Art. 4 No. 7 GDPR is FSC Global Development GmbH (hereinafter: FSC GD), Adenauerallee 134, 53113 Bonn, Germany, Phone: +49 (0)228 367 66-0, Fax: +49 (0)228 367 66-65, e-mail: [recruitment@fsc.org](mailto:recruitment@fsc.org).

For further questions regarding the processing of your personal data by us or regarding the data protection in general, please contact us at the above mentioned address or our external data protection officer via e-mail: [poschmann@iitr.de](mailto:poschmann@iitr.de).

### I. Processed personal data

Personal data is any information that relates to an identified or identifiable natural person. These include, for example, your name, your (official and private) contact details, your address, hobbies or information about illness and tax status (with religious affiliation). For the purpose of your job application, we treat all information you have provided to us, including your CV, your photo, any information about your health or any other private information as application data.

We process your personal data, which you provide us within the context of your job application. This applies to both your application documents and your personally communicated information in the application process, e.g. in telephone interviews, personal job interviews or completion of individual tasks on a trial basis. For a comprehensive assessment of your application we need in any case your CV, as well as certificates or corresponding supporting documents. Further information, including a photo, is only voluntary.



## **II. Scope of data processing and its uses - Internal data processing when examining your job application**

We process the data provided in your job application for the purpose of examining your application and suitability for the vacancy. If you give your consent, we will check during the recruitment process whether you qualify for a position other than the one you mentioned, which corresponds to your qualifications. To examine your application, we may use specialized service providers. Suitable applications to a position are passed on by the HR Department of FSC GD to the relevant department/unit and, if appropriate, to the management or - in case of a job application to FSC International Center GmbH (hereinafter: FSC IC) to a corresponding point there for further examination. In addition, if necessary, we use an external service provider who is supervised and controlled by us to process the applications in a simplified manner.

We will delete your application data three (3) months after completing the application process, i.e. after the vacancy has been filled.

If you are under eighteen (18) years of age, we require the consent of your guardians when entering into a contract with you. Also, a longer storage of your application data (for example, for a later study internship) takes place only with your consent and the consent of the parents.

## **III. Applications via Xing and LinkedIn**

You can also apply via the platforms of Xing and LinkedIn. However, we have no influence on the data processing by Xing and LinkedIn. When we receive an application through such a portal, we will process your data according to the principles outlined above.

## **IV. Your rights during the application process**

As an applicant you have different rights. To exercise your rights, you are welcome to contact us directly or our data protection officer under the above-mentioned contact information. Each affected person has the following rights:

- Right to Access (Art. 15 GDPR)



- Right to Correction (Rectification) (Art. 16 GDPR)
- Right to Erasure (Art. 17 GDPR)
- Right to Restriction of Processing of Personal Data (Art. 18 GDPR)
- Right to Data Portability (Art. 20 GDPR)
- Right to Lodge a Complaint with a Supervisory Authority (Art. 77 GDPR).

In addition, every person concerned has a general right to object the processing (see Art. 21 (1) GDPR). In this case, the objection against data processing should be justified. If the data processing is based on a consent, your consent can be revoked at any time with effect for the future. The revocation of consent does not affect the legality of the processing carried out on the basis of the consent until the revocation. Please note that we can no longer consider you in case of an objection to the data processing in the current application process and in the future staffing of possibly suitable positions.