

# Data protection information

---

The next section provides a detailed overview of what information we collect when you apply to us and how we use this information. In addition, we will inform you about your data protection rights and provide you with contact persons if you have any questions or concerns about the protection of your data.

## Person responsible for processing the data:

Jan Pethe Interim Management & Consulting GmbH  
Sierichstrasse 80  
22301 Hamburg  
Mail: kontakt@jpimc.de  
Management: Jan Pethe

## §1 Processing of information and data

We process the information that you provide as part of your application. This information is divided into regularly required data and data that you provide to us on your own initiative. Voluntarily provided information refers to any information that you provide to us without an express request from our company.

### a. Required information and data

- Salutation
- Current titles (e.g. Dr.)
- Full first and last name
- Contact details (address, zip code, city, telephone number, mobile number, email address)
- Proof of legal age
- Information on completed training
- Professional and personal qualifications, including work experience and educational background
- Career goals
- Professional skills
- Language knowledge
- Citizenship (EU, EEA, Swiss or other)
- Valid residence permit/work permit
- Current employment status
- Availability, notice period and expected start date
- Working time preferences (part-time, full-time, on-site, hybrid, remote)
- Information on previous employment
- Information on previous convictions or ongoing investigations that could be relevant to the position

We will use your application data to carry out the application process, including maintaining and defending our legal position. The legal basis for this data processing results from Section 26 Paragraph 1 Sentence 1 of the Federal Data Protection Act.

### b. Voluntary information and data

You have sole authority to decide what information you want to share in your cover letter, CV or other documents. However, in practice, applicants often provide the following information:

- Marital status, gender, date of birth, number of children
- A personal photo
- Religion
- Health restrictions that may affect professional performance

### **c. Information and data from third parties (social media)**

If you provide links to your social network profiles in your application, we may review them during the selection process. We can use the following information:

- Excerpts from your profile
- Information about previous employers and your professional history

We will use your data to process the application process, including protecting and defending our legal interests. The legal basis for this data processing results from Section 26 Paragraph 1 Sentence 1 of the Federal Data Protection Act.

Due to legal requirements, we are obliged to process the documents sent to us unchanged, as we are not allowed to subsequently modify them (according to Art. 6 Para. 1 GDPR)

## **§2 Information and data for the purpose of follow-up care and analysis**

We collect voluntary information for our analysis, in particular: How did you become aware of our company?

This data collection is based on our legitimate interest in improving the effectiveness of our job advertisements, in accordance with Article 6 Paragraph 1f GDPR.

In addition, we evaluate the success of candidate placements by contacting you within 6 months of the placement (corresponding to the induction phase and probationary period). We collect feedback and explore possible conflicts between you and the employer. The processing of your personal data for this follow-up process serves to meet our legitimate interests in ensuring successful placements, which is also in the interests of the employer and our candidates (Article 6 Paragraph 1f GDPR).

## **§3 Database**

Although your profile is interesting, it may happen that we are currently unable to offer you a suitable position. However, if a suitable opportunity arises in the future, we would like to be able to contact you again. For this reason, we store your application, including all information and documents provided by you, in our candidate pool, provided you give us your express consent to do so in accordance with Article 6 Paragraph 1a GDPR.

## **§4 Certificate of good conduct**

Submitting a certificate of good conduct

You will only be required to do so if this is essential for the specific advertised position. In cases where this is necessary, the police clearance certificate is required to process the employment relationship, in accordance with Section 26 Paragraph 1 Sentence 1 BDSG. For certain positions there is a legal obligation to present a police clearance certificate, which is crucial for establishing the employment relationship, in accordance with Article 6 Paragraph 1c GDPR.

## **§5 References**

If you provide us with information about your previous employers and give your express consent to this in accordance with Article 6 Paragraph 1a GDPR, it is possible that we may contact these employers and ask for their assessment or recommendation regarding you.

It may also happen that we contact a reference person you have named at a previous employer and ask for their recommendation or assessment. This is done as part of our legitimate interest in including references in the decision-making process, in accordance with Article 6 Paragraph 1f GDPR. Please note that if you share information about other people, such as referees, you must obtain their consent beforehand. You must inform these individuals of the purposes of data sharing as set out in this document.

## **§6 Travel expenses for interviews**

When reimbursement of travel costs, we collect the following information: bank details, kilometers driven and travel costs incurred, receipts such as taxi receipts, fuel receipts, train tickets and similar evidence

We process this data in order to bill your travel costs in connection with your travel to and from the interview. This processing is carried out in accordance with Section 26 Paragraph 1 BDSG in order to prepare a potential employment relationship.

## §7 Other information and data collection

We also record all written and electronic communications that have taken place between you and our company. We also store comments made about you during the application process and use an interview guide to record your answers in your personnel file if you are subsequently hired.

This data collection serves the purpose of properly handling the application process and protecting and defending our legal position. The legal basis for this data processing results from Section 26 Paragraph 1 Sentence 1 BDSG.

In addition, we continually evaluate how we can optimize the application process. This evaluation is carried out as part of our legitimate interest in continuously improving our processes in accordance with Article 6 Paragraph 1f GDPR.

## §8 Other use of information and data

In addition to the purposes already described, we process the above-mentioned personal data for other purposes in order to protect our legitimate interests as part of a balancing of interests in accordance with Article 6 Paragraph 1f GDPR. The following interests are explained in more detail below:

**Safety and effectiveness tests:** We regularly carry out tests on the safety and efficiency of our systems. The above-mentioned data may be processed to protect our systems. **Obligation to report security incidents:** In the event of a security incident affecting your data, we may be legally required to report it to the data protection supervisory authority. **Audits and controls:** We carry out audits and internal controls to ensure compliance with laws and optimize our business processes. **Corporate control and risk management:** We use your data to manage our company, identify financial risks and fulfill our contractual obligations to customers. **Tax advice and auditing:** In order to comply with our tax and commercial law obligations, we work with tax advisors and auditors who may use your data. **Preservation of evidence:** In the event of legal disputes, we store your data for a specific purpose in order to be able to serve as evidence. **Suspicion of criminal cases:** In specific suspected criminal cases, we work with law enforcement authorities and pass on relevant information. **Error identification and process improvement:** We analyze existing data to identify sources of errors and optimize our operational processes.

This processing is carried out to protect our legitimate interests and is subject to careful consideration of the conflicting interests and fundamental rights of the data subjects.

## §9 Storage, deletion and reception locations of data and information

By submitting your application, you agree to be included in our list of candidates

npool to. We therefore take your data into account for the position you have applied for and also for all other open positions. Your data will be deleted either when you revoke your consent or at the latest after 24 months from the date you gave your consent.

If you only want your application to be considered for the position you applied for, please let us know explicitly. If your application is rejected, we will generally retain your personal data for up to 6 months.

The deletion of your data may be interrupted if it is necessary for the enforcement, defense or exercise of legal claims or as part of an official procedure.

Below you will find a list of the recipients who have access to your data. You can read the specific data that will be transmitted to these recipients in the relevant sections of this statement. Some of your data will be passed on due to legal or contractual obligations. In other cases, we work with selected third parties who act as processors on our behalf in accordance with Article 28 GDPR and only have access to your data to the extent necessary to fulfill their tasks. Processors are subject to extensive contractual obligations and may only process your personal data in accordance with our instructions and solely to fulfill the orders given to us.

- Customers, clients
- Recipient's email provider
- Authorities (finance authority, employment agency)
- Tax advice / auditing
- IT service
- Courts, lawyers, opposing counsel, law enforcement authorities (in case of criminal suspicion or legal disputes)
- Banks, payment services
- Audit/Auditors
- Telecommunications services (for telephone communication)
- Postal service (for written communication)
- Service provider for the destruction of files and data carriers

## §10 Rights

We fully take into account the following rights:

- Inquiry about your stored personal data Article 15 GDPR.
- Correction and addition of your data stored with us Article 16 DSGVO).
- Delete your data in accordance with Article 17 GDPR.
- Restriction of processing Article 18 GDPR.
- Transfer of your data to another person responsible in accordance with Article 20 GDPR.
- The right to explain one's own point of view and to challenge decisions based on automated processing Article 22 GDPR.
- Withdrawal of consent given with effect for the future Article 7 GDPR. The lawfulness of data processing up to the point of revocation remains unaffected.

You also have the right to object to the processing of your data that is carried out to protect our legitimate interests or the legitimate interests of third parties in accordance with Article 21 GDPR. You can exercise this right at any time, especially if special circumstances in your situation justify it. This also includes profiling in accordance with Article 4 Paragraph 4 of the GDPR. To exercise these rights, you can contact us using the contact details provided above. You also have the legal right to lodge a complaint with a data protection supervisory authority in accordance with Article 77 GDPR.

Date: 2025-01