

Data protection information for applicants

Dear Applicant

We would like to inform you about the processing of your personal data by our company and the rights to which you are entitled under the Basic Data Protection Regulation (EU-DSGVO) and the Federal Data Protection Act (BDSG).

Use of your personal data and your rights - Information according to Art. 13, 14 and 21 of the EU Data Protection Basic Regulation (EU-DSGVO)

1 Contact details:

1.1 Responsible for data processing:

Bonn International School e. V.
Martin-Luther-King-Str. 14
53175 Bonn, Germany

Phone: 0228 30854-0
fax: 0228 30854-351
E-mail: dataprotection@bonn-is.de

1.2 Data Protection Officer:

DATA-S
Mendelstr. 13
89089 Ulm, Germany

Phone: 0731 8023688
fax: 0731 8023699
E-mail: datenschutz@data-s.de

Bonn International School e.V.

Board Chair: Silje Skogstad, Director: Patricia Baier, Martin-Luther-King-Str. 14, 53175 Bonn, Germany

T: +49 (0) 228 - 30854 0, F: +49 (0) 228 - 30854 350, info@bonn-is.de, www.bonn-is.de

German Association Number 4862, USt-ID: DE268823417

Commerzbank Bonn, IBAN DE15 3804 0007 0386 4444 00, SWIFT-BIC COBA DE FF XXX



2 What categories of data do we use as employers and where do they come from?

The categories of personal data processed include in particular:

- Master data (first name, surname, name suffixes, nationality)
- Contact details (e.g. private address, (mobile) telephone number, e-mail address)
- Cover letter, curriculum vitae and career
- Application documents such as certificates, documents on education, training and further education as well as internship periods
- references
- Notes from interviews with you, salary requirements, type of employment desired and available starting date
- identity documents and work permits, if any

In addition, this also applies to any other data you provide to us, including any correspondence you have with us during the application process.

We may also obtain the above information about you from other sources, including employment agencies, the references you provide to us, websites and other publicly available information on the Internet. This includes, for example, data that you have obviously made public as part of an online profile. We may also receive information that you submit to us through third-party websites, such as job boards such as Search Associates, Stepstone or Indeed.

3 Why do we process your data and on what legal basis?

3.1 For the performance of pre-contractual measures or the performance of a contract

Pursuant to Article 6 (1) sentence 1 lit. b EU-DSGVO in conjunction with § 26 BDSG, the processing of personal data is necessary for the implementation of pre-contractual measures or for the performance of a contract to which the data subject is a party in connection with a potential employment relationship.

3.2 Further processing purposes

Personal data will not be processed for other purposes.

4 Who receives my data?

4.1 E-mail provider

Bonn International School e. V. processes the data required to fulfil this task via its own e-mail server, provided that the application documents are sent by e-mail.

4.2 Other Forwardings

The Bonn International School e. V. does not have or intend to transfer your personal data to a third country or an international organisation.

Should we exceptionally transfer personal data to service providers outside the European Economic Area (EEA), the transfer will only take place to the extent that the third country has been granted an appropriate level of data protection by the EU Commission.

or other appropriate data protection safeguards (e.g. binding corporate data protection rules or EU standard contractual clauses) are in place. For more information, see ["Data transfers outside the EU"](#).

5 How long is your data stored?

If necessary, we process and store your personal data for the period of the decision on the initiation of an employment relationship.

After processing your application and in the event of rejection, your personal data will be stored for as long as we need it to assert, exercise or defend legal claims. Your applicant data will then be deleted automatically. The storage periods are usually up to 3 months.

6 To what extent is there automated decision-making in individual cases (including profiling)?

Bonn International School e. V. does not use any automated processing, including profiling, to obtain a decision on the establishment and performance of a contractual relationship (Art. 22 EU-DSGVO). Should we use these procedures in individual cases, we will inform you separately if this is required by law.

7 What data protection rights do I have?

Every person affected by the data processing has the right to

- Information according to Art. 15 EU-DSGVO,
- Corrigendum according to Art. 16 EU-DSGVO,
- Deletion according to Art. 17 EU-DSGVO,
- Restriction of processing according to Art. 18 EU-DSGVO and
- the right to data transferability from Art. 20 EU-DSGVO.

In addition, there is a right of appeal to a data protection supervisory authority pursuant to Art. 77 EU-DSGVO.

According to Art. 21 EU-DSGVO, the Bonn International School e. V. has the right to object to the processing of personal data if this is necessary to safeguard legitimate interests.

If you have given us your consent to the processing of your personal data, you have the right under Art. 7 para. 3 EU-DSGVO to revoke the effect with effect for the future. The legality of the data processing carried out up to the time of the revocation is given.

If you wish to assert the aforementioned rights, please contact us:

Bonn International School e. V., Martin-Luther-King Str. 14, 53175 Bonn, Germany

Phone: +49 (0) 228 - 30854 0

E-mail: dataprotection@bonn-is.de

8 Your right to appeal to the data protection supervisory authority:

If you have fundamental concerns or complaints regarding the processing of your data, you can contact the data protection supervisory authority responsible for Bonn International School e. V.:

Supervisory Authority of the State Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia
Cavalry Str. 2-4
40213 Düsseldorf
Phone: 0211 38424-0
Fax: 0211 38424-10
E-mail: poststelle@ldi.nrw.de

9 Do I have an obligation to provide data?

As part of the application process, you only have to provide Bonn International School e. V. with the personal data that is required for the commencement and execution of an employment relationship or that Bonn International School e. V. is legally obliged to collect (see in particular pages 2 of this declaration).

If the necessary personal data is not provided, Bonn International School e. V. cannot provide the respective services, in particular the decision on the establishment of an employment relationship.