



INFORMATION OBLIGATIONS PURSUANT TO ART. 13 GDPR FOR OUR APPLICANTS (as of 02.10.2019)

Name of the controller	BUK Management GmbH Geschäftsführer: Petra Brockmann, Thomas Brockmann-Knödler An der Frauenkirche 1 01067 Dresden
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Purposes of data processing and the legal basis for processing the data	<ol style="list-style-type: none">1. To perform contractual obligations pursuant to Article 6 para. 1b of the GDPR. Example: For initiating, concluding, executing and terminating a contract with you for the delivery of our products/services.2. Within the scope of balancing of interests pursuant to Article 6 para. 1f of the GDPR: If necessary, we process your data beyond the actual performance of the contract to protect legitimate interests pursued by us or by third parties. Examples: Processing in internal telephone and contact lists (intranet), internal and external communication, transmission of data within the group of companies for internal administrative purposes, video surveillance to protect domestic rights, guaranteeing IT security and IT operations, measures for building and plant security (e.g. access controls), prevention of criminal offenses, assertion of legal claims and defense in legal disputes, application for funding projects, etc.3. On the basis of your consent pursuant to Article 6 para. 1a of the GDPR, if you have given us your consent to process personal data for specific purposes (e.g., receipt of a newsletter).4. On the basis of statutory requirements pursuant to Article 6 para. 1c of the GDPR, i.e. various legal obligations, e.g., Section 257 of the German Commercial Code and Section 147 of the German Fiscal Code as well as the GoBD Directive [Principles for the proper management and storage of books, records and documents in electronic form, as well as data access] for the storage of tax-related data, and other relevant laws.

<p>Recipient of the data</p>	<p>Within this company, only the employees who need your data to fulfil our contractual and statutory obligations will have access to the data. Service providers and vicarious agents who are contractually obligated by us may receive data for these purposes if the persons involved are obligated to secrecy and the written data protection instructions are observed. These mainly include companies from the following categories: support/maintenance of EDP/IT applications, web hosts, archiving, call centre services, destruction services for documents and data carriers, lawyers for the establishment or defense of legal claims and payment transactions.</p> <p>Furthermore, third parties can receive data for certain purposes if this is required by law in the context of your application (e.g. notification to the Federal Employment Agency) or to initiate and, if necessary, to conclude a contract with you or third parties as part of your application for the above mentioned purposes of data processing and the legal basis for processing the data is required (e.g. travel bookings outside the EU, flight bookings with airlines based outside the EU, etc. or you have given us your consent).</p>
<p>Storage period or criteria to determine the period</p>	<p>Your personal data will be stored for as long as such storage is necessary to fulfil our contractual and statutory obligations. This storage period is usually 6 months. If you consent to the storage of your data beyond the legally prescribed duration, the duration may be correspondingly longer. Data that is no longer required for the fulfilment of contractual or statutory obligations will be deleted, unless storage is required on account of statutory retention periods (e.g., compliance with the 10-year retention periods stipulated under commercial law and tax law, fulfillment of the storage requirements for documents for funding projects both for own and for customers of 15 years).</p>
<p>Your rights</p>	<p><u>You have the right to information</u> regarding the relevant personal data and the right to <u>rectification</u> or <u>deletion</u> or to <u>restriction of processing</u> or the right to object to the processing as well as the <u>right to data portability</u>.</p> <p>You can object to the consent given by you for processing at any time with effect for the future. Furthermore, you have the right to file a complaint with a supervisory authority.</p>
<p>Necessity of providing your data</p>	<p>The provision of personal data is necessary to initiate and, if necessary, to conclude an employment contract or another contract with you or third parties as part of your application for the above. Purposes of data processing and the legal basis for processing the data are required. Without this personal data, we will not be able to process your application and, if necessary, conclude a contract with you.</p>

<p>Transfer of personal data to a third country or an international organisation</p>	<p>A data transfer to countries outside the EU or the EEA (so called third countries) will only take place if this is necessary or required by law to initiate and, if necessary, to conclude an employment contract or another contract with you or third parties within the scope of your application (e.g. you have given us your consent or in the context of order processing in accordance with Art. 28 GDPR.</p> <p>If service providers in a so-called third country are involved, they are bound by written instructions and undertake to comply with the data protection level in Europe by an agreement containing the standard contract clauses of the EU.</p>
<p>Automated decision according to Art. 22 para. 1.4 of the GDPR:</p>	<p>Does not take place.</p>
<p>Right to object to direct marketing measures</p>	<p>As far as the processing is based on your consent, you have the right to <u>revoke consent at any time</u> without affecting the legality of the processing carried out on the basis of the consent until it was revoked.</p>
<p>Data sources</p>	<p>We also use telephone directories, websites etc. for research purposes, e.g. in case of address changes.</p> <p>In certain situations, we also receive data from third parties, e.g., family members, authorised representatives or business partners, in order to prepare an offer prior to the conclusion of a contract, during an existing contract or if the delivery address differs from the purchaser's address.</p>