

Information about collection and processing und of your personal data in the application process

We are happy that you have applied to ITA Shipping GmbH. Transparency and trustworthy handling of your personal data is an important foundation for good collaboration. Therefore, we are informing you how we will process your data and how you can exercise your rights arising from the General Data Protection Regulation. The information below will give you an overview of the collection and processing of your personal data in connection with completion of the application process.

1 Who is responsible for data processing?

Responsible party is:

ITA Shipping GmbH
Hugh-Greene-Weg 4
22529 Hamburg
Represented by Managing Director Mark Winkelmann

2 How can you contact the Data Protection Officer?

You can contact our Data Protection Officer under:

Dr. Klaus zu Hoene – intersoft consulting services AG
Data Protection Officer
Beim Strohause 17, 20097 Hamburg
Datenschutz@letmeship.com

3 What personal data of yours do we use?

We process your personal data if this is necessary for carrying out the application process. This includes the following data categories:

Standard details:

- Applicant standard details (surname, forename, address, job position)
- Qualification data (application letter, CV, current employment, specialist qualifications)
- (Work-) reports and certificates (performance data, appraisal data etc.)
- Login data (e-mail)

Other details

- Publicly accessible professional data such as a profile on professional social media networks
- Voluntary details such as an application photograph, details of disability or other information you voluntarily give us in your application.

4 What are the sources of the data?

We will process personal data that we receive from you in the context of the application process.

and/or

We collect data from the following bodies:

- Other companies in the Group
- Service providers for forwarding of application

and/or

We process data originating from public sources, i.e., professional social networks.

5 For what purposes will we process your data and on what legal basis?

We will process your personal data under consideration of the General Data Protection Regulation (GDPR) and the Federal Data Protection Law and all other applicable laws.

5.1 Data processing for purposes of the application process (§ 26 Sec. 1 Federal Data Protection Law)

Applicants' personal data may be processed for the purposes of the application process if this is necessary for the decision on entering into an employment contract with us.

5.2 Data processing based on consent given by you (Art. 6 Sec. 1 lit. a GDPR, § 26 Sec. 2 Federal Data Protection Law)

If you have voluntarily given us your consent to collection, processing or transfer of certain personal data, this consent constitutes the legal basis for processing this data.

In the following cases we will process your personal data on the basis of consent given by you:

- Recording in the pool of applicants, i.e., we will store the application documents beyond the current application process for consideration in later application processes.
- Passing the application to companies in the Group

5.3 Due to a legitimate interest of the responsible body (Art. 6 Sec. 1 f GDPR)

In certain cases, we will process your data to protect our legitimate interests, or those of third parties:

- To defend legal claims in proceedings according to the General Equal Treatment Act (AGG). In the case of a legal dispute, we have a legitimate interest in processing the data for evidence purposes.

6 To whom is your data passed on?

Your data will be mainly processed by our Personnel Department and the specialist area manager filling your vacancy. Sometimes other internal and external bodies are also involved in processing your data.

Internal bodies:

- Management
- Personnel Department
- Managers of Specialist Areas

External service providers:

- Service provider of the application management system – Heaven HR
- IT service provider (e.g. servicing work, hosting service provider)
- Service provider for file and data destruction – REISSWOLF GmbH

7 Will your data be transferred to countries outside the European Union (so-called third countries)?

Transfer to a third country is not envisaged.

8 How long will your data be stored?

We will store your data as long as is necessary for the decision on your application. If no contract of employment between you and us results from the process, we may retain your data beyond this if this is necessary for defence against possible legal claims. As a rule, your data will be deleted within 6 months of the end of the application process.

If no contract of employment between you and us results from the process, and we have secured your agreement, we will retain your data until your consent is withdrawn, but for a maximum of three more years. We can also store your data for a longer period for the purpose of defending possible legal claims if there is concrete indication of a need to do so.

9 What rights do you have in connection with processing your data?

Every affected person has the right to information in accordance with Art. 15 of the GDPR, the right to correction in accordance with Art. 16 of the GDPR, the right to deletion in accordance with Art. 17 of the GDPR, the right to restriction of processing in accordance with Art. 18 of the GDPR, the right to objection in accordance with Art. 21 of the GDPR and the right to data transferability in accordance with Art. 20 of the GDPR. The restrictions in accordance with §§ 34 and 35 Federal Data Protection Law apply to the right to information and deletion.

9.1 Right to Object

What rights do you have in case of data being processed due to your legitimate interest or the public interest?

You have the right, in accordance with Art. 21 Sec. 1 GDPR, for reasons arising from your particular situation, to object to the processing of personal data relating to you arising on the basis of Art. 6 Sec. 1 e GDPR (data processing in the public interest) or due to Art. 6 Sec. 1 f GDPR (data processing for protection of a legitimate interest), and this applies to any profiling supported by this regulation.

In the event of your objection, we will no longer process your personal data unless we can demonstrate compelling reasons to do so that outweigh your interests, rights and freedoms, or the processing is for the purpose of making, exercising or defending legal claims.

9.2 Withdrawal of consent

You can withdraw your consent to the processing of your personal data at any time. Please note that this withdrawal is only effective for the future.

9.3 Right to Information

You have the right to demand that we tell you whether we are storing your personal data. If you wish, we will inform you what data is concerned, for what purposes the data is processed, to whom this data is disclosed, how long it is stored for and what other rights you have in relation to this data.

9.4 Further Rights

Furthermore, you have the right to have incorrect data corrected or the deletion of your data. If there is no further reason to store your data, we will delete it or restrict processing of it. You can also require us to make available to you or to a person in an organisation of your choice, all personal data that you have provided us with in a structure, accessible and machine-readable format.

In addition, there is a right to complain to the responsible Data Protection Authority (Art. 77 GDPR together with § 19 Federal Data Protection Law).

9.5 Exercising your rights

To exercise your rights, you can approach the responsible person or the Data Protection Officer under the contact details given, or the Personnel Department under csobotka@letmeship.com / Tel. 040 7344566-11. We will process your enquiry immediately and in accordance with legal stipulations and inform you what actions we have taken.

10 Is there an obligation to provide your personal data?

Provision of personal data is neither a legal nor contractual requirement, and you are not obliged to provide personal data. However, provision of personal data is necessary for the completion of the application process. That means that if you do not provide us with personal data, we will not be able to carry out the application process

11 Changes to this information

If the purpose or type of processing of your personal information changes significantly, we will update this information promptly and inform you promptly of the changes.