



Information about the use and processing of your applicant data in accordance with Art. 13 GDPR

Updated as of November 3, 2021

We take the protection of your personal data very seriously. We hereby inform you about the processing of your personal data in connection with your application by our company.

The responsible organization for processing your personal data is:

CEPA Customized Educational Programs Abroad GmbH
Burgweg 24, 74379 Ingersheim, Germany
Phone: +49 (0)71 42 95 65 11
E-Mail: privacy@cepa-abroad.org

You can contact our external data protection officer at:

D3 Datenschutz UG (limited liability)
Nico Villing
Hauptstraße 106/108, 78549 Spaichingen, Germany
E-Mail: privacy@cepa-abroad.org

The categories of data that we process in connection with your application are the data you provide. This includes, in particular, your name, contact details, qualification data as well as your certificates and proofs. The basis for that process is Art. 6 (1) lit. b) DSGVO. In the context of personnel selection, special categories of personal data may also be processed in accordance with Art. 9 (1) GDPR, if, for example, information on a severe disability are given. Such processing is carried out based on Art. 9 (2) lit. b) GDPR and Section 26 (3) BDSG.

The recipients of your application data within our company are HR managers, managers of the responsible departments as well as their assistants. In case you are applying for the position of a freelance coordinator, your application data will also be shared with the operations department.

The external recipients of your application data are IT service providers (e.g. 1&1 Ionos SE und Microsoft Corporation).

The storage of your data is limited to the required period of time. For this reason, we regularly delete your personal data as follows:

- Your submitted application documents will remain active as long as you are in an application process. After completion of all application procedures, these will remain stored for further 6 months and deleted afterwards.



- If you withdraw your application, you can do it at any time until the company's decision of rejection. In this case, your application will be saved for further 3 months and deleted afterwards.
- With your written approval, we will add your application to our applicant pool for further 12 months and delete it afterwards.

As an applicant, you have the following rights in connection with the processing of your personal data:

- Pursuant to Art. 15 GDPR you have the right to access information on the data stored by us.
- Pursuant to Art. 16 GDPR you have the right to have incorrect data corrected.
- Pursuant Art. 17 GDPR you have the right to have your data deleted, provided that there is no legal reason for further storage.
- Pursuant Art. 18 GDPR you have the right to request a restriction on the processing of your personal data.
- Pursuant Art. 20 GDPR you have the right to data portability regarding all data that you have provided to us.

To exercise these rights, please e-mail us at: privacy@cepa-abroad.org

Additionally, in accordance with Art. 21 GDPR, you have the right to enter an objection against the processing of your personal data, for a reason arising from your specific situation. We will stop processing your personal data unless we can demonstrate compelling and legitimate reason for the processing, that outweighs your interests, rights, and freedoms, or if the processing serves to assert, exercise or defend legal claims.

According to Art. 21 GDPR you also have the right to withdraw your consent given to us at any time. This has no impact on the legality of data processing in the past, based on your consent. A withdraw has no effect on data processing carried out based on Art. 6 (1) e) or f) GDPR or carried out for purposes of direct advertising. To exercise your right to object please e-mail us at: privacy@cepa-abroad.org

If you believe that we are in breach of the General Data Protection Regulation by processing your personal data, you have the right to complain to a supervisory authority. The supervisory authority responsible for us is:

Landesbeauftragter für Datenschutz und Informationssicherheit Baden-Württemberg
Königstr. 10a
70173 Stuttgart
Germany