

# Data Privacy Statement

PRIVACY POLICY OF JOKA HR SERVICES GMBH (GERMANY) / DATA PRIVACY STATEMENT

joka HR Service GmbH (hereinafter also referred to as joka HR Services) is pleased that you have applied to us and opted for our services. Data protection and data security are of great importance to us. Protection of your personal data is a top priority, which is why we would like to inform you at this point, what personal data is collected, processed and used as part of the online application process on our website, and for what purposes this is done.

As a data subject in the data processing, you are entitled to access your personal data processed (art. 15 clauses 1 and 2 of the General Data Protection Regulation, GDPR), the right to erasure (art. 17 of the GDPR) and rectification (art. 16(1) of the GDPR) e.g. of incorrect data and to restriction of processing (art. 18 of the GDPR).

For more details please refer to the following section Your rights as a data subject of this Data Privacy Statement. You may no longer be able to use our services after your data is deleted or blocked.

## 1. SCOPE

This Data Privacy Statement applies to the online offering of the joka HR Services GmbH callable on the websites of the domain <http://www.joka-hr.com> (hereinafter referred to as "our website" or "our web services") including the online recruitment system accessible via the URL <http://www.joka-hr.com/jobs.html>.

This Data Privacy Statement can be accessed, saved and printed at any time via the URL <http://www.joka-hr.com/data-privacy.html>. Since changes in the law or our internal procedures may necessitate adaptation of the Data Privacy Statement, we ask you to check back for updates regularly.

## 2. DATA CONTROLLER

joka HR Service GmbH, Schanzenstr. 36 / No. 31 b, 51063 Cologne (detailed contact information can be found in the imprint at <http://www.joka-hr.com/data-privacy.html>) is the "Data Controller" under the applicable data protection law, in particular, basic EU Data Protection Regulation (GDPR), responsible for processing personal data at our websites.

## 3. WHAT IS PERSONAL DATA?

Personal data is information that can be used to identify your personal or factual circumstances (e.g. name, address, telephone number, date of birth or e-mail address). Information that could not be used to identify you (or only with a disproportionate level of effort) is no longer considered personal data (e.g. data that has been anonymized).

## 4. PURPOSE

We collect personal data only when you provide it to us yourself either online through our online recruitment system or via email as part of the application for a job offer on the Jobs & Careers site.

All personal data that share with us as part of your application are determined by the scope and type of your application or by the vacancy advertised by us. Usually, you shall be at liberty to decide which data to share with us for that purpose. However, we may refrain from considering your application without certain details required on a case-by-case basis or according to the vacancy advertisement. If necessary, find out what details are required in the advertisement of the vacancy for which you wish to apply; the mandatory fields are clearly marked (e.g., by an asterisk (\*)). In these cases, you voluntarily choose to provide us with any further details that are not marked. If we collect your data as part of the application process, we also ask for your consent for the use of these data according to the terms and conditions of this Data Privacy Statement.

We will merely use the personal data you have entered as part of your application in the staff recruitment process for our clients and to find a new job for you. All the data collected from you as part of the application process is used to check vacancies that suit your application with our clients and also to be able to contact you personally on the basis of your application, and possibly to establish an employment relationship between you and our clients.

Some other data that we may collect from you is required to provide you with the requested services, fulfill contracts with you and meet legal requirements, or if we have a legitimate interest in the use of your data. Furthermore, we merely use your personal data to provide you with a comprehensive and interesting offer through our web services and to improve it continuously.

Your personal data is neither transmitted to third parties, nor used for promotional purposes, unless you expressly agreed thereto.

Your personal data is not used for any purposes other than those stated in this Data Privacy Statement.

## 5. LEGAL BASES

The legal bases for processing your data can be as follows:

- Your consent to use data according to art. 6 clause 1 (a) of the GDPR;
- Fulfillment of our contractual obligations under the contracts entered into with you to provide you with the requested services or initiating contractual relationship with you (on behalf of our clients) according to art. 6 clause 1 (b) of the GDPR;
- Our legitimate interest according to art. 6 clause 1 (f) of the GDPR, e. g.,
  - our commercial interests in the improvement of our services, so that we can better understand your needs and expectations and thus improve our services for you;
  - to prevent fraud and guarantee that the use of our web services occurs in full and without fraudulent conduct;
  - to ensure safety of our services and guarantee that our offer is technically sound and operates properly;
  - to safeguard and enforce our contractual receivables and claims.
- The legal bases are the provisions of art. 6 clause 1 (c) of the GDPR covering cases when collection, storage, transfer or other processing of the data is prescribed by the law or the processing is required to meet our legal obligations.

## 6. WHAT PERSONAL DATA IS COLLECTED AND PROCESSED BY US?

Your personal data are specifically used as follows:

### 6.1. ONLINE APPLICATION

If you are interested in a professional career with our clients, do not hesitate to apply to us online. Use our online application form at <http://www.joka-hr.com/jobs.html> to provide us with your details.

If you wish to make use of this opportunity, we will collect your personal data. We basically request full name, telephone number and email address and ask – depending on application type as well as type and scope of the advertised vacancy – for your other details (all mandatory fields are marked with asterisk\*). All other data that you share with us are voluntary details and you can freely decide whether to do so.

#### 6.1.1. NOTES REGARDING SPECIFIC CATEGORIES OF PERSONAL DATA

Please be aware that applications, in particular, resumes, certificates and other data that you provide us with, may contain particularly sensitive details about your health status, racial or ethnic origin, political views, religious or philosophical beliefs, membership in trade unions or political parties or sexual life. Your consent also relates to the processing of all personal data of a particular nature submitted as part of your candidate documentation in accordance with the provisions of this Data Privacy Statement.

All the data collected from you as part of the online application process are used to check vacancies that suit your application with our clients and also to be able to contact you personally on the basis of your application, and possibly to establish an employment relationship. Your application data will not be used for any other purposes.

When posting an application as part of the online application process, you must give your explicit consent once more before submission to the respective use of your application details by us. Your attention will be again specifically drawn to the use of these data and the extent of use thereof in the context of registration and you will be asked to accept this Data Privacy Statement. Unfortunately, you cannot submit your application without this acceptance or your details.

The legal bases for this data processing are the provisions of art. 6 clause 1 (b) of the GDPR (permits the processing of data to fulfill a contract or pre-contract measures – aimed at conclusion of an employment contract here) and art. 6 clause 1 (a) of the GDPR (permits data processing based on your approval).

#### 6.1.2. PSEUDONYMIZATION

The personal data you have provided as part of your application is fundamentally only made available by us or by persons authorized by us in a pseudonymized form to the clients who might be interested in employing you.

All the details that directly identify you, are removed in the course of the pseudonymization procedure. Your resume and candidate documentation are only presented in a pseudonymized form to our clients in the first instance. Prior to transferring your data in a non-pseudonymized form to interested clients, we will contact you at all times.

Merely in cases when our client is mentioned in the vacancy advertisement (i.e. when you can see, which position in what company you are applying for), you need to agree to transmission of your application data to the listed company, unless you have provided us with your general consent to non-pseudonymized transmission to all potentially interested clients. Direct, non-pseudonymized transfer of your candidate documentation can thus only occur if you apply for an actual position with a company named in the advertisement or if you provide us with the respective consent of yours.

### 6.1.3. CONSENT FOR USE OF YOUR PERSONAL DATA IN APPLICATION FOR ADVERTISED VACANCIES

If you want to apply for any vacancy advertised on our application portal, you need to agree to the processing of your personal data for the application purposes. In order to grant your consent, you must accept the following statement by ticking the check box provided there, before you can submit your application to us:

Yes, I have read the [Terms of Use/Data Privacy Statement](#) and accept it.

You agree thereby to the processing of your personal data described in this Data Privacy Statement for the purposes of handling your application, conducting application procedure and making contact with you on this matter.

If the vacancy advertisement specifies the company, whose position I apply for, I agree to the non-pseudonymized transmission of my application data to the company specified.

Unfortunately, you cannot submit your application via our application portal without this consent.

### 6.1.4. WITHDRAWAL OF YOUR CONSENT

You can withdraw your consent at any time, with future effect. An e-mail to the e-mail address [career@joka-hr.de](mailto:career@joka-hr.de) shall suffice for the withdrawal. No special fees (in addition to the regular transmittal fees of your Internet or telephone provider) shall apply in this case. Once you withdraw your consent, we will no longer be able to take it into consideration.

Should we be unable to consider your application, we will delete your application data within the statutory period of 3 months after completion of the application procedure. You will be informed about completion of the application process by e-mail.

## 6.2. APPLYING VIA E-MAIL AND POSSIBLE LONG-TERM STORAGE OF YOUR PERSONAL DATA FOR APPLICATION PURPOSES

If you wish, you can also apply to us via e-mail. In this case, send your application to [career@joka-hr.de](mailto:career@joka-hr.de).

All personal data that you provide us with are basically voluntary details determined by the scope and type of your application or by the vacancy advertised by our company. Usually, you shall be at liberty to decide which data to provide us with for that purpose. However, we may refrain from considering your application without certain details required on a case-by-case basis or according to the vacancy advertisement. If necessary, you

can find out the details required for certain tasks in the advertisement for the vacancy that you wish to apply for.

By applying and submitting your application documents, you express your interest in the employment with our clients and provide Joka HR Services with your personal data for the purpose of application for a particular vacancy advertised by us. You hereby declare your consent to us to store and process the data that you have made available to us for these purposes. If the vacancy advertisement specifies the company, whose position you apply for, you agree to the non-pseudonymized transmission of your application data to the company specified.

All the data collected from you as part of the application process are used to check vacancies that suit your application with our clients and also to be able to contact you personally on the basis of your application, and possibly to establish an employment relationship. Your application data will not be used for any other purposes.

#### 6.2.1. CONSENT TO RECORD YOUR PERSONAL DATA IN OUR APPLICATION DATABASE FOR APPLYING TO OUR CLIENTS AND CONTINUOUS STORAGE FOR APPLICATION PURPOSES

Should we be unable to consider your application, we will inform you by e-mail thereof upon completion of the application process. In that case, we will delete your application data in accordance with the statutory limitation periods, within 3 months upon conclusion of the application procedure.

In this case, you have a possibility to have your application data stored continuously in our application database to enable us to get back to you again and make contact with you if any vacancies arise in future, which match your job or application profile. For this purpose, we would ask you in addition to provide us voluntarily the following consent for the respective use of your personal data by sending the following text as attachment to your e-mail (or sending it in a separate email) to us. You agree thereby that the documents provided by you as part of this application and other details submitted as part of the application process will be stored continuously in our application database to enable us to get back to you in future if any vacancy arises, which matches your application profile. In that case, your application data will be transferred exclusively in pseudonymized form to the potentially interested companies:

Statement of consent for the continuous storage of the application data until withdrawn

In the event that my application cannot be considered at the moment, I expressly acknowledge and agree that Joka HR Services GmbH will continuously store in its database the details submitted by me as part of this application on this website as well as other documents that may be transmitted as part of my application for the purpose of getting back to me, if necessary, in future, if a vacancy arises that matches my application profile.

I am aware that I will be able to withdraw my consent for continuous storage of my application data at any time, with future effect. An e-mail to the e-mail address [career@joka-hr.de](mailto:career@joka-hr.de) shall suffice for this purpose. No special fees (in addition to the regular transmittal fees of my Internet or telephone provider) shall apply in this case.

The legal bases for this data processing are the provisions of art. 6 clause 1 (b) of the GDPR (permits the processing of data to fulfill a contract or pre-contract measures – aimed at conclusion of an employment contract here) and art. 6 clause 1 (a) of the GDPR (permits data processing based on your approval).

#### 6.2.2. CONSENT FOR NON-PSEUDONYMIZED TRANSMISSION

Basically, your application data will be transmitted to potentially interested companies exclusively in a pseudonymized form (cf. above, [clause 6.1.2](#) of this Data Privacy Statement).

Optionally, you can give an additional declaration of whether you agree to a non-pseudonymized transmission of your application data by sending the following statement to us:

I give my consent to the non-pseudonymized transmission of my application data to interested or potential clients of joka HR Services GmbH.

### 6.2.3. WITHDRAWAL OF YOUR CONSENT

You can withdraw your consent for the use of your application data at any time, with future effect. An e-mail to the address [career@joka-hr.de](mailto:career@joka-hr.de) shall suffice for this purpose. Your data will be then deleted from our application database; if the deletion is impossible, access to your data will be blocked. In this case, your application will not be considered any longer.

If you wish to withdraw your consent merely in the part of the non-pseudonymized transmission of your application data to our clients, you can also do it by a relevant e-mail to [career@joka-hr.de](mailto:career@joka-hr.de).

The withdrawal will not entail any separate fees (in addition to the regular transmittal fees of your Internet or telephone provider).

### 6.3. WITHDRAWAL OF YOUR CONSENT

You can withdraw your consent for the use of your application data at any time, with future effect. No separate fees (in addition to the regular transmittal fees of your Internet or telephone provider) shall apply. An e-mail to [people@joka-hr.de](mailto:people@joka-hr.de) shall suffice for this purpose. Your data will be then deleted from our application database; if the deletion is impossible, access to your data will be blocked. In that case, your application will no longer be considered.

### 6.4. PSEUDONYMIZATION

The personal data you have provided as part of your application is fundamentally only made available by us or by persons authorized by us in a pseudonymized form to the clients who might be interested in employing you. All the details that identify you directly, are removed in the course of the pseudonymization procedure. Your resume and candidate documentation are only presented in a pseudonymized form to our clients in the first instance. Prior to transferring your data in a non-pseudonymized form to interested clients, we will contact you at all times.

Only in cases when our client is mentioned in the vacancy advertisement (i.e. when you can see, which position in what company you apply for), you need to agree to transmission of your application data to the mentioned company. Direct, non-pseudonymized transfer of your candidate documentation can thus only occur if you apply for an actual position with a company listed in the advertisement.

### 6.5. CONTACT AND SUPPORT

General inquiries and contact requests can be sent to us at any time by e-mail to [people@joka-hr.de](mailto:people@joka-hr.de). In that case, we only use your personal data to respond to your inquiries to your satisfaction. Usually, you shall be at liberty to decide which data to provide us with for that purpose. However, we may be unable to satisfy your contact request without certain details required on a case-by-case basis.

The legal bases for this data processing are the provisions of art. 6 clause 1 (b) of the GDPR (permits the processing of data to fulfill a contract or pre-contract measures), art. 6 clause 1 (f) of the GDPR (permits the processing of data necessary for safeguarding legitimate interests of the data controller) and art. 6 clause 1 (a) of the GDPR (permits data processing based on your approval).

## 6.6. USE OF COOKIES

We do not create any personal user profiles. In connection with the retrieval of the information you request, anonymized data will only be saved on our servers to enable the provision of our various services or for analytic purposes. In doing so, only general information is recorded, e.g. when and which content of our offering was accessed or which pages are visited most frequently. For this purpose, we use the so-called "cookies" (small text files containing configuration information). The cookies are used in particular to determine the frequency of use and the number of users of our websites. Thus, we can find out which area of our websites and which other websites are visited by our users.

This usage data does not allow the user to be conclusively identified in any way. None of this anonymized user data is matched with your personal data and all of it is deleted immediately after statistical evaluation.

Moreover, our websites do not store the cookies that have more than purely technical functions and serve to anything else that just proper functioning of our websites, unless you have accepted otherwise previously. You must agree to this before storage of cookies by selecting the desired or accepted types of cookies on the banner, which contains hints regarding the cookie storage, and click "accept". For further information about each cookie type that we use and way to stop the use of individual cookie types or to agree/object to their use, please see our cookie settings.

The legal bases for this data processing are the provisions of art. 6 clause 1 (b) of the GDPR (permits the processing of data necessary for safeguarding legitimate interests of the data controller) and art. 6 clause 1 (a) of the GDPR (permits data processing based on your approval).

Most browsers accept cookies by default. However, you can disable the cookie storage option, or adjust your browser so that it notifies you before saving cookies. Users who do not accept cookies, may not be able to access certain parts of our websites.

## 6.7. GOOGLE ANALYTICS

Once you agreed to the use of the respective cookies, our websites will possibly use Google Analytics, a web analysis service of Google Inc., 1600 Amphitheatre Parkway Mountain View, CA 94043, USA ("Google"). Google Analytics uses the so-called "cookies", the text files that are stored on your computer, which helps analyze the way you use our website.

The information generated by the cookie concerning your use of this website is generally sent to a Google server in the USA and stored there.

Please be aware that Google Analytics within the scope of our websites is extended by the code "gat\_anonymizeIp();" to ensure anonymized collection of IP addresses (the so-called IP masking). Prior to transmission, your IP address is truncated by Google within a Member State of the European Union or in another treaty state under the European Economic Area Agreement. The full IP address is transmitted to a Google server in the USA and truncated there in exceptional cases only. The IP address communicated by your browser in the context of Google Analytics will not be amalgamated with other Google data.

Google will use this information on our behalf to evaluate your use of our websites, to produce reports on website activities and to provide other services related to the use of the website and Internet to the website operator. Google may also transfer this information to third parties where required by the law or where such third parties process these data on Google's behalf.

The legal bases for this data processing are the provisions of art. 6 clause 1(f) of the GDPR, which permits the processing of data necessary for safeguarding legitimate interests of the data controller.

You can prevent cookies from being stored by setting your browser software accordingly; however, please note that if you do so, you may not be able to use all the functions of this website.

Furthermore, you can prevent collection by Google of the data generated by the cookie and related to your use of the website by downloading and installing the browser plug-in via the following link:

<http://tools.google.com/dlpage/gaoptout?hl=de>

As an alternative to this browser plug-in or within the browsers on mobile devices, you can prevent collecting data by Google Analytics by disabling the functionality point in the cookie settings.

An opt-out cookie will then be set, which will prevent collection of your data when you visit this website.

You can find further information at <http://tools.google.com/dlpage/gaoptout?hl=de> or <http://www.google.com/intl/de/analytics/learn/privacy.html> (general information on Google Analytics and data protection).

### 6.7.1. Google Maps

On our websites we use, where appropriate through an API, the map service Google Maps, provided by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

The use of the Google Maps functionality requires storage of your IP address. As a rule, this information is sent to a Google server in the USA and stored there. The provider of this site has no influence on the data transfer.

The use of Google Maps occurs in the interest of the corresponding presentation of our online offering and for the convenience of finding the locations indicated on the website. This constitutes a legitimate interest within the meaning of art. 6 clause 1(f) of the GDPR.



For further information on handling user data please refer to the data protection statement of Google at: <https://www.google.de/intl/de/policies/privacy/>.

### 6.7.2. Web Fonts of Adobe Typekit

For uniform presentation of font types, this site uses the so-called web fonts made available by Adobe Typekit. When you open a page, your browser loads the required web fonts to correctly display texts and font types saving them to your browser cache.

The browser you use needs to establish a connection with the servers of Adobe Typekit for this purpose. Adobe Typekit thus becomes aware that our website was called via your IP address. The use of Adobe Typekit web fonts occurs in the interest of a uniform and appealing presentation of our online offer. This constitutes a legitimate interest within the meaning of art. 6 clause 1(f) of the GDPR.

If your browser does not support web fonts, a standard font of your computer is used.

For further information about Adobe Typekit web fonts please refer to <https://typekit.com/> and the data protection statement of Adobe Typekit:

<https://www.adobe.com/de/privacy/policies/typekit.html>

### 6.8. SERVER LOG DATA

Your stay on our websites is recorded automatically by our web server.

In connection with the retrieval of the information about our web services requested by you, data necessary for provision of our various services or evaluation and security purposes is generated and, where necessary, saved in anonymized form (without personal references). The web servers that we are using save data automatically in the so-called server log files, when our web services are accessed. The following data are saved:

- IP address
- Referrer URL (the site you were referred from)
- Time of the server request
- Host name of the accessing terminal device (name of your Internet service provider)
- Browser type and version
- Operating systems used and its settings

The mentioned data are processed for the security purposes, for prevention of fraud and attacks on our web services. No automated matching of these data with the data from other sources takes place.

Having been automatically recorded, your IP address is deleted automatically within 7 days.

Apart from that, only general information is collected, for example, when and which content of our offering was accessed or which pages are visited most frequently, names of the files requested with the date and time of their retrieval. These data are evaluated for improvement of our offering and enable no inferences pertaining to your person.

We will not use this information for any other purposes.

The legal bases for this data processing are the provisions of art. 6 clause 1(f) of the GDPR, which permits the processing of data necessary for safeguarding legitimate interests of the data controller.

## 7. DATA TRANSFER

If not specifically indicated in this Data Privacy Statement, we will neither sell nor market your personal data to third parties, nor pass it on for any reasons whatsoever.

In addition to other cases specified in this Data Privacy Statement, the transfer of your personal data to third parties without your prior express consent occurs in the following cases only:

- If required for solving cases of unlawful or improper use of our websites or prosecution purposes, the personal data are transferred to the law enforcement authorities and, where appropriate, to injured third parties. This, however, only applies if there are definite indications of unlawful or abusive conduct. We are also legally obliged to provide information on request of certain public authorities. These are law enforcement authorities, the bodies that prosecute offenses subject to penalties and tax authorities.
- Data can be transferred to the third parties bound to professional secrecy, if required for enforcement of the contractual terms or other agreements as well as our claims arising out of the contracts that we have concluded with you.

The legal bases for this data processing are the provisions of art. 6 clause 1 (b) of the GDPR, which permits the processing of data to fulfill a contract or pre-contract measures, and art. 6 clause 1 (f) of the GDPR, which permits the processing of data necessary for safeguarding legitimate interests of the data controller.

However, your personal data can be processed on our behalf by our reliable, external service providers ("Processors").

We rely on dependable external service providers, who conduct a series of business processes on our behalf, providing them only with the information necessary to render the services, and demanding from them that your personal data be used for no other purpose whatsoever. We always take our best efforts to ensure protection of your personal data by every service provider, who we cooperate with. We can for example commission the following companies to render services, which necessitate the processing of your personal data:

- third parties, who provide support and help by rendering IT services, inter alia, platform provision, hosting services, support and maintenance for our databases, software and applications, which contain your data (in some cases, such services include simply access to your data to perform the requested task);

The legal bases for this data processing are the provisions of art. 6 clause 1 (b) of the GDPR, which permits the processing of data to fulfill a contract or pre-contract measures, and art. 6 clause 1 (f) of the GDPR, which permits the processing of data necessary for safeguarding legitimate interests of the data controller.

We have concluded a contract for processing activities pursuant to art. 28 of the GDPR with every processor and fully implement the strict requirements of the German data protection authorities in the use of these services.

## 8. DATA STORAGE

We only retain personal data that you provided us with for as long as is necessary to achieve the purposes, for which these data have been transmitted or as long as stipulated by the law:

- If you apply through us for the vacancies with our clients, we will delete your application data in no later than 3 months after completion of the application procedure, unless you have provided us with the consent to store your data continuously for future open positions;
- When you enter into a contract with us, we store and process your personal data for the duration of your contract and for the period of fulfillment of the post-contractual obligations and issues as well as for the legal retention period (maximum 10 years);
- If you have created a user account for our certain services or given us your consent for certain services, we will store your personal data for the period of your use of our services until you either end the use or withdraw your consent;
- If you send us your inquiry, your personal data will be processed for the period of processing your inquiry.

If you do not need your personal data any longer, we will delete it from our systems and records or anonymize it so that it cannot be traced back to you any longer.

We can retain some personal data to comply with our legal and regulatory obligations and to allow us to exercise our rights (e.g., to enforce our claims before the court) or for statistic purposes (in anonymized form).

## 9. DATA SECURITY

For safe transmission of your personal data, we use the so-called SSL encoding. According to the current level of knowledge, this form of data transfer is considered safe, and joka HR services GmbH endeavors to implement technical and organizational measures to protect your personal data against accidental or unlawful deletion, alteration or loss, unauthorized disclosure or access. Our employees are bound by the corresponding obligation of data protection and confidentiality.

To prevent loss or abuse of the data that we store, we take extensive technical and organizational safety precautions, which are constantly revised to take account of the latest technological developments. Within our sphere of competence, we use, in particular, modern encryption techniques and a variety of other measures, to rule out unauthorized access by third parties. An encrypted connection can be recognized by change of the address line of the browser from "http://" to "https://" and by the padlock symbol in the browser line. When the SSL or TLS encryption is active, the data that you exchange with us cannot be read by third parties.

However, we would like to point out that, due to the structure of the Internet, it is possible that the data protection regulations and the above measures are not observed by those, who do not fall within our responsibility and are not located in our institutions. In particular, data transmitted without encryption - also when submitted by e-mail - may be read by third parties. We have no technical influence on this. In these cases, it is the responsibility of the user to protect any data made available from misuse by way of encryption or otherwise.

## 10. CONTACT

If you have any questions or comments regarding the scope or use of your personal data or concerning the data stored in relation to your person or wish to exercise your other rights specified above, please contact:

joka HR Service GmbH  
Schanzenstr. 36 / No. 31 b

51063 Cologne

Email: [people@joka-hr.de](mailto:people@joka-hr.de)

Telephone: +49(0)221 - 888 995 20

We will thus collect and process your contact data. You are at liberty to decide what data you wish to make us available when contacting us. In this case, we only use your data to respond to your inquiry.

This data is processed on the basis of your consent and in compliance with statutory requirements as well as for safeguarding the legitimate interests of joka HR Services GmbH as the provider of these websites.

## 11. YOUR RIGHTS AS A DATA SUBJECT

As the subject of data processing you have the following rights listed in this section.

If you wish to exercise any of the rights listed below, please contact us using the contact data specified in the Contact section below.

Please note that we may ask you to provide proof of identity and comprehensive information regarding your inquiry, before your inquiry can be processed.

## 12. RIGHT OF ACCESS, RIGHTS TO RESTRICTION OF PROCESSING AND DELETION

Within the framework of the applicable legal provisions, you have at any time the right to demand information about the saved data related to you free of charge, including source, recipient and purpose of processing thereof. Where the respective requirements are met, you are entitled to demand rectification of the incorrect data as well as restriction of processing and deletion of the data.

### 12.1. Withdrawal of your consent to data processing

Some forms of data processing are only possible subject to your explicit consent. You can withdraw a consent already given at any time. The lawfulness of the data processing which has occurred before the withdrawal remains unaffected by the latter.

### 12.2. Right to data portability

You basically have the right to demand that the data that we are automatically processing on the basis of your consent or in fulfillment of a contract be transmitted to you or a third party in a conventional, machine-readable format. If you demand a direct transfer of these data to a third party, this will only be done to the extent technically feasible.

### 12.3. Right to file complaints with regulatory authorities

If there has been a breach of data protection legislation, you are entitled to appeal to the responsible supervisory authority. The supervisory authority responsible for the activity of joka HR Services GmbH in the context of the data protection issues is the state representative for data protection and freedom in information in North Rhine-Westphalia (LDI NRW), whose contact data you can find under the following link:

[https://www.ldi.nrw.de/metanavi\\_Kontakt/index.php](https://www.ldi.nrw.de/metanavi_Kontakt/index.php).

### 13. DATA PROTECTION OFFICER OF JOKA HR SERVICES GMBH

As required by the law, we have appointed a Data Protection Officer for our company:

Attorney Mr. Stephan Krämer, LL.M.

KINAST Rechtsanwaltsgesellschaft mbH

Hohenzollernring 54

D-50672 Cologne

You can contact our Data Protection Officer via his website <http://www.kinast-partner.de>.

### 14. HYPERLINKS TO OTHER WEBSITES

This website contains hyperlinks to other websites of other providers. If you follow these hyperlinks you will be directed from our website straight to the websites of other providers. joka HR Services GmbH is not responsible for the data protection requirements or contents of the websites of external companies and third parties accessible via these links.

AS OF: MAY 2018