

# PRIVACY INFORMATION FOR APPLICANTS

Data protection information about our processing of applicant data in accordance with Art. 13, 14 and 21 of the General Data Protection Regulation (DSGVO)

**aquila**biolabs  
A SCIENTIFIC BIOPROCESSING COMPANY

**aquila biolabs GmbH**

Arnold-Sommerfeld-Ring 2      Tel.: +49 151 511 66 326  
52499 Baesweiler - Germany    info@aquila-biolabs.de

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**Dear Applicant,**

Thank you for your interest in our company. In accordance with the requirements of Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR), we hereby inform you about the processing of personal data provided by you as part of the application process and, if applicable, collected by us, and your rights in this regard. To ensure that you are fully informed about the processing of your personal data as part of the application process, please take note of the following information.

**1. Responsible body in the sense of the DSGVO**

aquila biolabs GmbH  
Arnold-Sommerfeld-Ring 2  
52499 Baesweiler  
Tel.: +49 151 511 66 326  
E-mail: [info@aquila-biolabs.de](mailto:info@aquila-biolabs.de)

**2. Contact details of the data protection officer**

Dr. rer. nat. Ralf Schadowski  
The data protection officer can be reached at  
[Datenschutz@aquila-biolabs.de](mailto:Datenschutz@aquila-biolabs.de)

**1. Purposes and legal bases of processing**

We process your personal data in accordance with the provisions of the European Data Protection Regulation (DSGVO) and the German Federal Data Protection Act (BDSGneu), insofar as this is necessary for the decision on the establishment of an employment relationship with us. The legal basis for this is Article 88 DSGVO in conjunction with Section 26 BDSG for purposes of the employment relationship, if this is necessary for the decision on the establishment of an employment relationship. Furthermore, we may process personal data from you if this is necessary for the fulfillment of legal obligations (Art. 6 para. 1 lit. c DSGVO) or for the defense or assertion of legal claims. The legal basis for this is Art. 6 para. 1 lit. f DSGVO.

If you give us consent to process personal data for specific purposes, the lawfulness of this processing is based on your consent pursuant to Art. 6 (1) lit. a DSGVO. Consent given can be revoked at any time with effect for the future (see section 9 of this data protection information).

If an employment relationship arises between you and us, we may, in accordance with Art. 88 DSGVO in conjunction with § 26 BDSG, further process the personal data already received from you for the purposes of the employment relationship, insofar as this is necessary for the implementation or termination of the employment relationship or for the exercise or fulfillment of the rights and obligations of the employee representation resulting from a law or a collective agreement, a company or service agreement (collective agreement).

**2. Categories of personal data**

We only process data that is related to your application. This may be general personal data (name, address, contact details, etc.), information on your professional qualifications and school education, information on further professional training and, if applicable, other data that you provide to us in connection with your application.

**3. Data sources**

We process personal data that we receive from you by mail or e-mail in the course of contacting you or your application, or that you send to us via e-mail [career@aquila-biolabs.de](mailto:career@aquila-biolabs.de).

#### **4. Possible recipients of the data**

We disclose your personal data within aquila biolabs GmbH exclusively to those areas and persons who require this data to fulfill contractual and legal obligations or to implement our legitimate interests.

We may transfer your personal data to companies affiliated with us, insofar as this is permissible within the framework of the purposes and legal bases set out in section 3 of this data protection information.

Your personal data is processed on our behalf on the basis of order processing contracts pursuant to Art. 28 DSGVO. In these cases, we ensure that the processing of personal data is carried out in accordance with the provisions of the DSGVO. The categories of recipients in this case are internet service providers and providers of applicant management systems and software.

Otherwise, data is only passed on to recipients outside the company if this is permitted or required by law, if the transfer is necessary to fulfill legal obligations, or if we have your consent.

#### **5. Transfer to a third country**

A transfer to a third country does not take place.

#### **6. Duration of data storage**

We store your personal data as long as this is necessary for the decision on your application. Your personal data or application documents will be deleted no later than 6 months after the end of the application process (e.g. the announcement of the rejection decision) at the latest, unless longer storage is legally required or permitted. We store your personal data beyond this only insofar as this is required by law or in the specific case for the assertion, exercise or defense of legal claims for the duration of a legal dispute.

In the event that you have consented to a longer storage of your personal data, we will store it in accordance with your declaration of consent.

If an employment, training or internship relationship is established following the application process, your data will initially continue to be stored to the extent necessary and permissible and then transferred to the personnel file.

If applicable, you will receive an invitation to join our applicant pool following the application process. This will allow us to continue to consider you in our selection of applicants for suitable vacancies in the future. If we have your consent to do so, we will store your application data in our applicant pool in accordance with your consent or, if applicable, future consents.

#### **7. Your rights**

Every data subject has the right to information under Art. 15 GDPR, the right to rectification under Art. 16 GDPR, the right to erasure under Art. 17 GDPR, the right to restriction of processing under Art. 18 GDPR, the right to notification under Art. 19 GDPR and the right to data portability under Art. 20 GDPR.

In addition, you have the right to lodge a complaint with a data protection supervisory authority pursuant to Art. 77 DSGVO if you are of the opinion that the processing of your personal data is not lawful. The right of appeal is without prejudice to any other administrative or judicial remedy.

If the processing of data is based on your consent, you are entitled to revoke your consent to the use of your personal data at any time in accordance with Art. 7 DSGVO. Please note that the revocation is only effective for the future. This does not affect processing that took place before the revocation. Please also note that we may have to retain certain data for a certain period of time in order to comply with legal requirements (see section 8 of this data protection information).

**Right of objection**

Insofar as the processing of your personal data is carried out for the protection of legitimate interests pursuant to Art. 6 (1) lit. f DSGVO, you have the right pursuant to Art. 21 DSGVO to object to the processing of this data at any time for reasons arising from your particular situation. We will then no longer process this personal data unless we can demonstrate compelling legitimate grounds for the processing. These must override your interests, rights and freedoms, or the processing must serve the assertion, exercise or defense of legal claims.

To protect your rights, you can contact us using the contact details provided in section 1.

**8. Necessity of the provision of personal data**

The provision of your personal data as part of the application process is voluntary. However, we can only make a decision on the establishment of an employment relationship or establish an employment relationship with you if you provide such personal data that is required for the execution of the application.

**9. Automated decision making**

The decision about your application is not based exclusively on automated processing. Thus, no automated decision in individual cases within the meaning of Art. 22 DSGVO takes place.

**10. Competent supervisory authority**

Pursuant to Art. 13 DSGVO, you have the right to lodge a complaint about our processing of data relating to you with a data protection supervisory authority at any time. The competent supervisory authority is as follows:

**Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen**

Kavalleriestr. 2-4  
40213 Düsseldorf  
Phone: 0211/38424-0  
Fax: 0211/38424-999  
E-mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)