

Data Protection Information for Applicants for Open Positions and for Unsolicited Applications as Development Workers at Dienste in Übersee gGmbH (DÜ)

Dear applicant at DÜ,

Dienste in Übersee gemeinnützige GmbH (DÜ) is a 100% subsidiary of the Evangelisches Werk für Diakonie und Entwicklung e.V. (EWDE), Caroline-Michaelis-Str. 1, 10115 Berlin, under the brand “Brot für die Welt”. As a recognised provider of development service in accordance with the Development Workers Act (EhFG), DÜ places Professionals with partner organizations of EWDE or with partner organizations of cooperation partners of EWDE. For this purpose, DÜ is commissioned by EWDE or by the cooperation partners of EWDE and concludes development service contracts with the Professionals. In this context, DÜ, in close coordination with EWDE or, where applicable, with the cooperation partners of EWDE, takes over the search and selection of qualified applicants for the development service.

Your personal data within the framework of the application procedure are processed in accordance with the applicable statutory data protection provisions, in particular those of the Church Law on Data Protection of the Evangelical Church in Germany (EKD Data Protection Law – DSGVO-EKD). Please read this data protection information carefully before transmitting your personal data to us.

The protection of your personal data is an important concern for us. Transparency regarding data processing is a central principle of the DSGVO-EKD. With the following data protection information, you are informed pursuant to §§ 17, 18 DSGVO-EKD about how your personal data are processed by DÜ in the context of your application for an open position or of an unsolicited application.

In this document, we explain which personal data we process from you as an applicant when you send us an application. In addition, we inform you here about your general rights in connection with the processing of your personal data (hereinafter also “data subject rights”). The existence of the rights listed below is subject to the proviso that, in the individual case, the statutory requirements for their exercise are met.

The data that you enter in the online application form and the electronic files that you attach will only be transmitted to DÜ once you have confirmed that you have taken note of this data protection information.

I. Purposes, legal bases and, where applicable, data categories when processing your personal data

1. Your personal data processed by us

For reception, communication (e.g., in case of further questions), and evaluation of your application, we process your personal application data as a pre-contractual measure for the potential conclusion of a development services contract based on § 6 No. 5 DSGVO-EKD. If you provide information regarding special categories of personal data (e.g., health condition, pre-

existing conditions, tropical suitability), we process this data based on § 13 Para. 2 No. 2 and No. 8 DSGVO. Please note that development workers, according to § 1 EStG, are not employees within the meaning of § 4 No. 20 DSGVO.

The data we process includes, for example, your name, date of birth, and place of birth, your (professional and private) contact details (mobile number and email), your address, hobbies, or information about illnesses, vacation days, health insurance, pension insurance number, nationality, residence permit, work permit, and tax status (including religious affiliation).

As application data, we also consider all information you send us, including details about your education, professional qualifications, CV, certificates, grades and evaluations, driver's license, test results, photo, any details about your health condition, bank and credit card information, existing wage garnishments, data regarding any criminal offenses or legal proceedings, police clearance certificate, or other potentially private information.

We process your personal data that you provide to us as part of your application. This applies to both your application documents and the information you provide personally in the remaining stages of the recruitment process, e.g. in telephone interviews, recruitment tests, personal interviews, job speed dating events or during a visit to a trade fair. In order to comprehensively assess your application, we need your CV as well as certificates or corresponding evidence in any case. Further information, including a photo, is voluntary.

2. Recruiting via social networks

In order to find qualified applicants, we also actively search in career-oriented social networks and contact potential applicants, for example via their Xing or LinkedIn account. In doing so, we access publicly available personal data in social networks that meet certain filter criteria. Candidates who are of interest to us are noted, for example via the Xing Talentmanager, we store their data and inform the data subjects about this. Data subjects are given the opportunity at any time to comment on such data. We process your data for the purpose of targeted applicant approach and on the basis of our legitimate interest in recruiting suitable employees, on the basis of § 6 No. 4 DSGVO.

3. Receiving and processing applications (selection process)

You can visit our online job board via our career's website. If you are interested in one of our advertised positions, you can apply directly online by registering on the application portal. For this purpose, we use the applicant management tool softgarden from softgaren e-recruiting GmbH. After registration, you will receive a registration confirmation by email. As part of the registration confirmation, you will be asked to confirm your profile and the email address you have provided. You can also send us further documents (such as your CV) via the tool. Please do not send us any sensitive (special categories of personal) data (such as sexual orientation, information about illnesses and pregnancy, religious or political beliefs or trade union membership) and information that has no specific connection with your application. Should you

use another channel – such as email or post – to transmit your application, your data will be recorded accordingly in our application portal.

We process your personal data, such as contact details and other application data provided by you, for the purpose of reviewing the application documents, conducting telephone interviews, conducting aptitude tests and job interviews, if applicable, making decisions regarding a job offer (acceptance or rejection) and, where applicable, inclusion in our talent pool. Where appropriate, we use your telephone number to send you an SMS reminder of an interview. The network provider generally stores your phone number for 6 months.

For filling selected positions, we may use recruitment agencies. These transmit to us the personal data that you have provided to the recruitment agency. The profiles are forwarded internally to the relevant department that conducts the selection process. If we receive unsolicited profiles of potential candidates from recruitment agencies, these profiles are generally pseudonymised, i.e. a personal reference cannot be established by us without the involvement of the recruitment agency.

Processing is carried out for the purpose of implementing pre-contractual measures in the application procedure and, where applicable, of the selection process on the basis of § 6 No. 5 DSGVO, in our legitimate interests in selecting suitable persons pursuant to § 6 No. 4 DSGVO and, where applicable, on the basis of your consent pursuant to §§ 6 No. 2, 13 para. 2 No. 1, 8 DSGVO.

4. Collection of further information on the applicant and verification of references

If you provide references including contact details, we will contact you if necessary. Ask for your consent to contact us to verify the information provided (e.g. with your former employer). This is intended to provide an even more detailed impression of the applicant's previous activities. The collection and verification of background information is carried out by us based on your consent in accordance with §§ 6 No. 2, 49 para. 3 DSGVO. If we use publicly accessible sources (such as profiles in social networks), we process your personal data to carry out the application process based on § 49 para. 1 DSGVO.

5. Reimbursement of travel expenses for applicants

If you travel to an interview with us, we will reimburse your travel expenses, as agreed with you in advance, reimbursing the most economical fare for public transport. For this purpose, we process your personal data, such as contact details (address, email), identification data (name) and financial data (bank account details). The processing of your data is carried out for the purpose of reimbursing travel expenses and for conducting the application procedure based on § 6 No. 5 DSGVO.

6. Preparation of the preparatory and development service contract

As soon as an offer has been made to you, we process your personal data in order to prepare the further selection procedure and to examine which locations and partner organizations may be suitable for you and, where applicable, your family. In addition, your data are processed for the purpose of statistical surveys and evaluation as well as for preparing the preparatory and development service contract. For the latter, all contract-relevant information (such as name, address, title, start/end of contract, place of assignment, maintenance allowance, bank details, health insurance fund, etc.) is processed and forwarded internally to the responsible employees. The processing of your data as described is carried out on the basis of § 6 No. 5 DSGVO.

Within the framework of the preparatory or development service contract, we also process special categories of personal data (such as your denomination for church tax purposes) as well as personal data relating to criminal convictions and offences (such as your criminal record). We process these data for the establishment and performance of your preparatory and development service contract on the basis of §§ 6 No. 5, 13 para. 2 No. 1, 8 DSGVO.

7. Conducting audits

Your personal data may be processed during the planning and performance of audits and, where applicable, special audits (in cases of suspected criminal conduct by employees) within DÜ. We process your personal data in order to comply with our statutory obligations based on § 6 No. 6 DSGVO. In addition, we process your personal data on the basis of our legitimate interests in reviewing the processes and efficiency of our organisation, remedying misconduct and preventing fraud, enforcing and/or defending our rights if necessary, and detecting criminal offences, based on § 6 No. 4 DSGVO.

8. Recruiting platform softgarden

For our application process we use the platform softgarden. softgarden e-recruiting GmbH processes personal data on our behalf for this purpose pursuant to § 30 DSGVO. Data protection information from softgarden can be found at:

<https://softgarden.com/en/privacy-policy/>

and <https://softgarden.com/en/data-protection-software-as-a-service/>

Service provider: softgarden e-recruiting GmbH, Tauentzienstr. 14, 10789 Berlin

II. Retention and deletion of your personal data

Once the selection process has been completed, your data will be deleted no later than six months after receipt of the rejection. If the selection procedure lasts longer than six months, applicants will be informed of this by email. In the event of selection, your data will be transferred to our internal HR system and deleted in our application portal. If you explicitly agree to inclusion in our talent pool, your data will not be deleted until 24 months after inclusion in the talent pool.

Inclusion in the talent pool takes place directly after the general selection procedure and gives applicants the opportunity to apply for specific positions without having to undergo the general selection procedure again.

III. Categories of recipients and potential recipients of personal data

If you apply in general or for a specific position at DÜ, the responsible employees of DÜ will have access to your personal data. Your data will also be transmitted to employees of EWDE or, where applicable, of the cooperation partners of EWDE and their partner organizations for the purpose of examining placement options. In addition, external service providers involved in the application process (for example occupational psychologists, course directors, etc.) will receive your data. Processing is carried out on the basis of § 6 No. 5 DSGVO for the purpose of conducting the application process.

All employees involved in the application process handle your personal data (specifically application documents) with due care and in strict confidence. By assigning access rights through our recruiting software, we ensure that only those persons involved in the respective application process can view the corresponding application documents.

IV. Joint responsibility between DÜ, EWDE and, where applicable, cooperation partners of EWDE

Within the framework of the application procedure there is joint responsibility pursuant to Art. 29 DSGVO-EKD between DÜ, EWDE and, where applicable, cooperation partners of EWDE.

EWDE and, where applicable, cooperation partners of EWDE each serve as the central point of contact for their partner organizations that require development workers for their work and thus have an interface function between the partner organizations and DÜ. EWDE and, where applicable, cooperation partners of EWDE therefore draw up the requirement profiles for the Professionals, in coordination with their respective partner organizations, and commission DÜ with the placement (implementation of the application procedure and conclusion of the development service contract). As part of the application procedure, EWDE and, where applicable, cooperation partners of EWDE may receive your application data to do a selection process and also conduct selection interviews with you. The legal basis for this is § 6 No. 4 and No. 5 DSGVO-EKD.

V. Transfer of data to a third country or international organization

A transfer of data to countries outside the EU or the EEA (so-called third countries) takes place only insofar as this is necessary for the execution of your assignments, is required by law (for example tax reporting obligations), you have given us your consent, or it occurs within the framework of commissioned data processing. If service providers are employed in a third country, which is currently not the case, they are obliged to comply with the level of data protection in Europe by appropriate measures (for example by agreeing the EU standard contractual clauses) in addition to written instructions.

VI. Your rights in the application procedure

As an applicant, you have various rights vis-à-vis DÜ, EWDE and, where applicable, cooperation partners of EWDE. To exercise the rights to which you are entitled, the easiest way is to contact EWDE as the central point of contact and its data protection officer using the contact details published on EWDE's homepage. Of course, you can also contact DÜ or, where applicable, the cooperation partners of EWDE for this purpose. You will find the contact details of those cooperation partners of EWDE that have commissioned DÜ with the search for Professionals in the respective specific job advertisements of DÜ.

- You have the right to receive information about the personal data that we have stored about you free of charge upon request.
- You have the right to revoke any declaration of consent under data protection law at any time. The revocation of consent does not affect the lawfulness of the processing carried out based on the consent before the revocation.
- In addition, in justified cases, you have the right to rectification, deletion, restriction of processing, data portability and the right to object to processing.
- In the event of data protection violations, you have the right to lodge a complaint with the competent supervisory authority. The competent supervisory authority is the

Data Protection Officer of the EKD
Lange Laube 20, 30159 Hannover
Phone: +49 (0)511 768128-0
<https://datenschutz.ekd.de>

VII. Responsible body and contact details of the data protection officer

The responsible body within the meaning of the data protection regulations is Dienste in Übersee gGmbH, Caroline-Michaelis-Str.1, 10115 Berlin, Phone: +49 30 65211 4335, email: bewerbung@due.org, Homepage: www.due.org.

Within the framework of joint responsibility pursuant to section IV above, the Evangelische Werk für Diakonie und Entwicklung e.V., Caroline-Michaelis-Str. 1, 10115 Berlin, email: datenschutz@ewde.de, homepage: www.brot-fuer-die-welt.de/datenschutz, and, where applicable, cooperation partners of EWDE are also responsible bodies. Contacts for data protection at cooperation partners of EWDE can be found on the respective websites of these cooperation partners.

If you have any questions about the processing of your personal data by us or about data protection in general, please contact DÜ or our Data Protection Department datenschutz@ewde.de.

VIII. Changes or additions to the information on data processing

DÜ reserves the right to change or supplement this information on data processing at any time in compliance with the legal requirements. This may be the case, for example, to comply with new legal provisions or to take into account new services. We therefore recommend that you regularly check our website for information about our current data processing activities.

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