

Information on data processing and declaration of consent under data protection law and rights to one's own image pursuant to the General Data Protection Act (GDPR), Federal Data Protection Act (FDPA) and sec. 22, 23 Art and Copyright Act

Strict data protection regulations apply in Germany and Europe. It is therefore necessary that you carefully read the following information on data processing and image use.

The selection procedure after receipt of your application and, if applicable, the employment relationship based on it, requires that we process some of your personal data. In the following, we will inform you which of your personal data we process, how and for what purpose. This information is provided in order to fulfil our obligations under data protection law to provide information.

1. Personal Data

We process the following categories of personal data from you during the application phase and during the employment relationship:

- Master data (including, for example: name, gender, date of birth)
- Contact data (including address, e-mail address, telephone number)
- Application documents (e.g. certificates, curriculum vitae, photo)
- data on professional development and knowledge acquired (e.g. education and training, work experience, additional qualifications)
- In the case of an online application, usage and inventory data (e.g.: IP address, name of the retrieved file, date and time of the retrieval, amount of data transferred, notification of successful retrieval, web browser).

2. Purpose of processing

All personal data will be processed exclusively for the following purposes:

- Initiation, justification, execution and termination of the internship relationship
- making reports and declarations which are based on legal obligations or are permitted by law in any other way
- Fulfilment of our obligations under tax and social security law
- Protection and enforcement of our legitimate interests

- Clarification of criminal offences, where necessary
- Control and organization within the company.

Legal bases for the processing of your data are included:

- Art. 6 Para. 1 S. 1b GDPR in conjunction with sec. 26 Para. 1 FDPA
- Art. 6 para. 1 sentence 1c GDPR in conjunction with sec. 26 FDPA
- Art. 6 Para. 1 S. 1f GDPR, possibly in conjunction with sec. 26 Para. 1 S. 2 FDPA
- Art. 9 para. 2b GDPR in connection with sec. 26 para. 3 FDPA, insofar as special categories of personal data are processed.

3. Recipient of data

The recipient of the data is the German American Exchange e.V. Your data will only be passed on to companies participating in the program, unless German American Exchange e.V. is legally obliged to pass on your data to other parties.

4. Storage duration

Your data will be stored for the duration of the application phase and, if an internship relationship is established, for the duration of the internship relationship and beyond, for a period of three years from the end of the internship relationship, and then deleted. A longer storage period will only take place if and to the extent that we are legally obliged to do so in individual cases.

5. Rights of data subjects

You always have the right,

- to revoke any consent granted pursuant to Art. 7 para. 3 GDPR. The consequence of this is that data processing based on a possible consent may no longer be continued in the future;
- to request information pursuant to Art. 15 GDPR about the personal data processed concerning you. In particular, you may request information on the processing purposes, the category of personal data, the categories of recipients to whom data have been or will be disclosed, the planned storage period, the existence of a right to rectification, deletion, limitation of processing or objection, the existence of a right of appeal, the origin of the data, insofar as they have not been collected from the person responsible,

as well as on the existence of automated decision-making including profiling and, where applicable, meaningful information on its details;

- to demand the correction of incorrect or incomplete personal data stored by the person responsible without delay in accordance with Art. 16 GDPR;
- to demand the deletion of the stored personal data in accordance with Art. 17 GDPR, unless the processing is necessary for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest or for the assertion, exercise or defense of legal claims;
- to demand the restriction of the processing of personal data pursuant to Art. 18 GDPR if the correctness of the data is disputed by you, the processing is unlawful but you refuse to delete it and the person responsible no longer needs the data but you need it to assert, exercise or defend legal claims or you have lodged an objection to the processing pursuant to Art. 21 GDPR;
- in accordance with Art. 20 GDPR, to receive the personal data you have provided in a structured, common and machine-readable format or to request the transfer to another responsible party, and
- to complain to a supervisory authority pursuant to Art. 77 GDPR. As a rule, you can contact the supervisory authority at your workplace or at the headquarter of German American Exchange e.V.

6. Pictures

Pictures taken of you while participating in the German-American-Exchange program at events of the German American Exchange e.V. may be posted by the German American Exchange e.V. on its website as well as on social media profiles of the German American Exchange e.V. (e.g. Facebook, Instagram etc.).

7. Right of objection

If personal data is processed based on legitimate interests pursuant to Art. 6 para. 1 sentence 1f GDPR, you have the right to object to the processing of your personal data pursuant to Art. 21 GDPR if there are reasons for doing so which arise from your particular situation.

You also have the right to revoke your consent to the publication and distribution of your personal image by the German American Exchange e.V. at any time.

To exercise your rights of objection, simply send an e-mail to:



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I hereby declare that I have read and understand the Information above and agree with that:

Name in block capital

Place and date

Signature