

Data protection information for applicants and their legal representatives

<p>Pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR), we hereby provide you with information on how we process your personal data and on your claims and rights under the data protection legislation.</p>	
<p>Who is responsible for data processing and who can I contact?</p>	<p>Name and contact details of the controller:</p> <p>Landesbank Hessen-Thüringen Girozentrale Public-Law Institution (Anstalt des Öffentlichen Rechts) Neue Mainzer Strasse 52-58 60311 Frankfurt am Main Phone: +49-69-9132-01</p>
	<p>You can contact our bank Data Protection Officer at:</p> <p>Landesbank Hessen-Thüringen Girozentrale Public-Law Institution (Anstalt des Öffentlichen Rechts) Data protection officer Kaiserleistrasse 29 - 35 63067 Offenbach Phone: +49-69-9132-01 Email: datenschutz@helaba.de</p>
<p>Purposes for which the personal data are processed and the legal basis for this:</p>	<p>We process your personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG), the Thuringian Data Protection Act (ThürDSG) and the Hesse Data Protection and Freedom of Information Act (HDSIG).</p>
<p>a. in order to take steps prior to entering into a contract (Art. 6(1)(b) GDPR in conjunction with Art. 88 GDPR and Section 26 (1) BDSG)</p>	<p>We process your data primarily for a decision on the establishment of the employment relationship or in order to take steps prior to entering into a contract.</p>
<p>b. to weigh up interests (Art. 6(1)(f) GDPR)</p>	<p>In individual cases we will process your data for the purposes of safeguarding the legitimate interests pursued by the Bank or by third parties.</p> <p>A legitimate interest exists, for example, if your data are required in order to assert, exercise or defend legal claims in the context of the application process (e.g. claims under the German General Act on Equal Treatment).</p>
<p>c. on account of your consent (Art. 6(1)(a) GDPR)</p>	<p>In addition, your personal data will be collected and processed if you have expressly consented (agree to something) to this in advance (Article 6 (1) a DSGVO).</p>
<p>d. Processing of special categories of personal data in order to fulfil rights provided by law/in pay-scale agreements/obligations in the areas of employment and social security and social protection law (Art. 9(2)(b) GDPR in conjunction with Section 26 (3) BDSG)</p>	<p>To the extent that we process special categories of personal data, this is done in the course of the application process in order to exercise rights or to fulfil legal obligations arising from employment law, social security and social protection law.</p> <p>For example, recording of severe disability due to involvement of the councils for employees with disabilities and special obligations of public-sector employers (invitation to the interview).</p>
<p>Categories of personal data being processed and sources from which these data originate:</p>	<p>We process personal data we have received directly from you to establish an employment relationship or which we have sourced ourselves. In some constellations, due to statutory provisions personal data will also be collected from other entities. Furthermore, where this is necessary for the establishment of the employment relationship we will process personal data we have reliably obtained from publicly available sources (e.g. the media, the internet, professional networks) or were legitimately</p>

	<p>transmitted by other third parties (e.g. recruitment agencies). Relevant personal data are your master data (such as first name, surname, name suffixes, nationality, gender, date of birth, place of birth), contact details (such as home address, home phone number, email address), data on qualifications and achievements (such as reports, assessments) and other data comparable with these categories. This may also include personal impressions you leave behind in the context of assessment centres, data in connection with the evaluation and the result of the assessment centre or other performance tests, but also special categories of personal data pursuant to Art. 9 (1) DSGVO (e.g. health data).</p>
<p>Recipients or categories of recipients of the personal data:</p>	<p>Within the Bank, the entities (e.g. relevant managers, specialist departments, staff council, councils for employees with disabilities) will receive your data which they need to reach a decision on the filling of the vacant position. As part of application management we are supported by our processor, GuideCom AG (“GuideCom”). Your application data will be encrypted and transmitted to GuideCom for this purpose. This includes applications we receive in paper form. GuideCom processes the data exclusively in Germany. The transfer of your data by us to further order processors is carried out in strict compliance with the obligation to maintain confidentiality as well as the requirements of the DSGVO and the Federal Data Protection Act. If your application is for vocational training, the cooperating savings banks will also receive your data, which they will need to reach a decision on the filling of training places.</p>
<p>Data transfer to a third country:</p>	<p>If we transmit personal data to service providers or Group companies outside the EU or the EEA (so-called third countries), the transmission will only take place if the EU Commission has confirmed the existence of an appropriate data protection level or other appropriate data protection guarantees (e.g. binding company-internal data protection provisions or EU standard contractual clauses) for the third country.</p>
<p>Period for which the personal data will be stored:</p>	<p>If an employment relationship comes into effect: If we initiate an employment relationship with you subsequent to the application process, we will transfer your data to your personnel file. In this case we will provide you with separate data protection information on data processing in the course of the employment relationship. If your application is unsuccessful: If no employment relationship is established between us and you, the application process ends with the receipt of the rejection letter. In this case we will delete your data no later than six months following receipt of the rejection letter. This does not apply where the processing and storage of your personal data is required in a specific case in order to assert, exercise or defend legal claims (duration of a legal dispute). Storage due to legitimate interests: In some cases we will store your data for the duration of the statutory limitation period pursuant to Sections 195 ff. of the German Civil Code (BGB). Storage due to granting of consent for inclusion in the applicant pool: If you have granted your consent to inclusion in the applicant pool, we will store your data for 12 months. If you tell us that you no longer wish to be included in the applicant pool, we will delete your data immediately.</p>
<p>Data subject rights:</p>	<p>You have the right of access pursuant to Article 15 GDPR, the right to rectification pursuant to 16 GDPR, the right to erasure pursuant to Article 17 GDPR, the right to restriction of processing pursuant to Article 18</p>

	<p>GDPR, the right to object arising from Article 21 GDPR and the right to data portability arising from Article 20 GDPR. With regard to the right of access and the right to erasure, the restrictions pursuant to Sections 34 and 35 of the German Federal Data Protection Act (BDSG) apply.</p> <p>In addition, you have the right to lodge a complaint with a competent data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG).</p> <p>Since 1 October 2020, the competent supervisory authority for Helaba has been as follows:</p> <p>The State Commissioner for Data Protection and Information Security of the State of Thuringia Hässlerstrasse 8 99096 Erfurt Phone: +49-57-311-2900 Fax: +49-57-311-2904 Email: poststelle@datenschutz.thueringen.de</p> <p>Pursuant to Section 2 (1) of the Treaty on the formation of a Joint Savings Bank Organization Hesse-Thuringia, the responsibility of the supervisory authority shall alternate between Hesse and Thuringia every four years.</p> <p>1 January 2024 onwards: The Hesse Commissioner for Data Protection and Freedom of Information Gustav-Stresemann-Ring 1 65189 Wiesbaden Credit Institutions Department Phone: +49-0611-1408-0 Fax: +49-0611-1408-900-901 Email: poststelle@datenschutz.hessen.de</p> <p>You may withdraw your consent to the storage of your personal data which you granted us for inclusion in the applicant pool at any time with future effect. In the event of withdrawal we will delete your data from the applicant pool.</p>
<p>Information on whether a duty exists to make available personal data.</p>	<p>In the course of an application process you only need to provide the personal data required for the establishment of the employment relationship and the fulfilment of the associated contractual obligations and the data which we are legally obliged to collect. Without these data we will usually be unable to conclude an employment relationship with you.</p>
<p>To what extent does automated decision-making (including profiling) take place in individual cases?</p>	<p>We use no automated processes to arrive at a decision (including profiling).</p>
<p>Applicants below the age of 16</p>	<p>In the case of applicants under the age of 16, the consent of their legal representatives may be required under data protection law.</p>

Information on your right to object pursuant to Article 21 GDPR

Right to object in individual cases

You have the right at any time, for reasons resulting from your particular situation, to object to the processing of personal data relating to you on account of Article 6(1)(e) GDPR (data processing in the public interest) and Article 6(1)(f) GDPR (data processing for the purposes of weighing up interests); this also applies to profiling within the meaning of Article 4(4) GDPR that is based on this provision.

If you withdraw your consent, we will no longer process your personal data unless we are able to provide evidence of binding justified reasons for such processing which prevail over your interests, rights and freedoms, or if the processing serves to assert, exercise or defend legal claims.

Right to object to the processing of data for direct marketing purposes

In individual cases we will process your personal data for direct marketing purposes. You have the right to object to the processing of personal data relating to you for such marketing purposes; the same applies to profiling if it is connected with such direct marketing. If you object to processing for direct marketing purposes, we will stop processing your personal data for these purposes.

Recipient of an objection

The objection may be submitted informally, quoting the reference "Objection" and stating your name, address and date of birth. It should be addressed to:

Landesbank Hessen-Thüringen Girozentrale
Public-Law Institution (Anstalt des Öffentlichen Rechts)
Helaba Data Protection Officer
Kaiserleistrasse 29– 35
63067 Offenbach
Email: datenschutz@helaba.de