

## Data protection information for external service providers

<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>Which files specifically are processed and the way they are used is guided primarily by the services you have applied for or which have been agreed with you.</p>	
<p><b>Who is responsible for data processing and who can I contact?</b></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 <b>Data Protection Officer</b> 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: <a href="mailto:datenschutz@helaba.de">datenschutz@helaba.de</a></p>
<p><b>Categories of personal data processed and sources from which they come:</b></p>	<p>We process your personal data that we have received from you as part of a tender process or from third parties, such as recruitment agencies/service companies.</p> <p>Relevant personal data is primarily your master data (first name, last name, address, other contact details, personnel number, birthday), the log data generated when using the IT systems, your CV, data about your training and professional qualifications and others in the categories mentioned comparable data.</p>
<p><b>Purposes for which the personal data are processed and the legal basis for this:</b></p>	<p>We process your personal data while observing the provisions of the EU General Data Protection Regulation (GDPR), 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><b>a) to fulfil contractual obligations (Art. 6 Para. 1 b GDPR)</b></p>	<p>We process personal data that is necessary for the establishment, implementation and termination of a service or work contract with you as a service provider or for the implementation of a contract that you have concluded with a service provider or for the implementation of corresponding pre-contractual measures upon request. The purposes of data processing are primarily based on the specific contract with you or the service company (placement of permanent employees or temporary project work).</p>
<p><b>b) to protect our legitimate interests or those of third parties (Article 6 (1) (f) GDPR).</b></p>	<p>If necessary, we process your data beyond the actual fulfilment of the contract to protect our legitimate interests or those of third parties.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• for the implementation and documentation of legally or operationally necessary legal, technical or economic audits (e.g. auditors, internal audit, internal control system),</li> <li>• to ensure proper data processing in accordance with IT security and data protection requirements (e.g. log files)</li> <li>• to ensure IT security and the maintenance and further development of the bank's IT operations,</li> <li>• to prevent and investigate crimes or serious breaches of duty,</li> </ul>

	<ul style="list-style-type: none"> <li>• to measure building and system security (e.g. access controls),</li> <li>• for data protection control/for data protection and data security purposes,</li> <li>• to assert legal claims and defence in legal disputes,</li> <li>• Telephone numbers/ email addresses to activate/ implement Citrix access,</li> <li>• for internal communications and other administrative purposes.</li> </ul>
<p><b>c) due to legal requirements (Art. 6 Para. 1 lit. c GDPR)</b></p>	<p>In addition, as a bank, we are subject to various legal obligations, i.e. legal requirements (e.g. Occupational Safety Act, Banking Act, Money Laundering Act, Tax Laws). The purposes include, among other things, the prevention of fraud and money laundering, the fulfilment of tax control, reporting and documentation obligations and the management of risks at Bank Helaba.</p>
<p><b>Recipients or categories of recipients of the personal data:</b></p>	<p>Within the Bank, the requesting unit (e.g. the relevant decision-maker, the specialist department or, if applicable, the staff council for commissioning as part of the mere provision of personnel) will receive your data which they will use to fill the vacant position and to fulfil the contractual and statutory obligations.</p> <p>With regard to the transfer of data to recipients outside the bank, it should first be noted that information about you would generally only be passed on if legal provisions require this. We are otherwise authorized to pass it on and/ or processors commissioned by us guarantee the same requirements as the GDPR.</p> <p>Under this condition, other recipients of personal data, may be, i.e.:</p> <ul style="list-style-type: none"> <li>• Companies in the categories IT services, logistics, printing services and telecommunications,</li> <li>• Public bodies and institutions (e.g. European Central Bank, European Banking Supervision, Deutsche Bundesbank, Federal Financial Supervisory Authority, financial authorities, law enforcement authorities) if there is a legal or official obligation, auditors.</li> </ul>
<p><b>Data transfer to a third country:</b></p>	<p>If data is transferred to bodies whose registered office or place of data processing is not in a member state of the European Union, another contracting state to the Agreement on the European Economic Area or a state for which an adequate level of data protection has been established by a decision of the European Commission has been established, we ensure before passing on that the data transfer is not only legally permitted, but also guarantees for an appropriate level of data protection with regard to the data transfer (e.g. by agreeing on EU standard contractual clauses) or that you have given your consent to this have granted data transfer.</p>
<p><b>Period for which the personal data will be stored:</b></p>	<p>We process and store your personal data as long as it is necessary in order to fulfil our contractual and statutory duties. Commercial law and tax law retention periods resulting from the German Commercial Code (HGB) and the German Fiscal Code (AO), among others, must also be observed.</p> <p>If you have not been commissioned, your personal data will be deleted no later than six months following completion of the selection process.</p>
<p><b>Data subject rights:</b></p>	<p>You have the <b>right of access</b> pursuant to Article 15 GDPR, the <b>right to rectification</b> pursuant to 16 GDPR, the <b>right to erasure</b> pursuant to Article 17 GDPR, the <b>right to restriction of processing</b> pursuant to Article 18 GDPR, the <b>right to object arising</b> from Article 21 GDPR and the <b>right to data portability arising</b> from Article 20 GDPR.</p> <p>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</p>

	<p>data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG). The competent supervisory authority for Helaba since 1st of January 2024 is as follows:</p> <p>The Hessen Commissioner for Data Protection and Information Security Gustav-Stresemann-Ring 1 65189 Wiesbaden Credit Institutions Department Phone: +49-0611-1408-0 Fax: +49-0611-1408-900-901 Email: <a href="mailto:poststelle@datenschutz.hessen.de">poststelle@datenschutz.hessen.de</a></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><b>Information on whether a duty exists to make available the personal data.</b></p>	<p>Although law or contract does not require the provision of your personal data to us as a bank, it is necessary in order to conclude and implement the contractual relationship. If you do not provide your personal data, it may not be possible to conclude or continue a contractual relationship.</p>
<p><b>To what extent does automated decision-making (including profiling) take place in individual cases?</b></p>	<p>We do not use any fully automated decision-making in principal – including profiling – pursuant to Article 22 GDPR in order to establish and implement the business relationship.</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 to protect our legitimate 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 outweigh your interests, rights and freedoms, or if the processing serves to assert, exercise or defend legal claims.

**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](mailto:datenschutz@helaba.de)