

# Real I.S. Info

## Information sheet for applicants under Article 13 GDPR General Data Protection Regulation

Here in after you will find information about how we handle your personal data within the application process. Below we also explain what data we collect about you, what this is required for and which rights you have in relation to such data.

### 1. Who is responsible for data processing and whom can I contact?

Responsible organisation:

**Real I.S. AG**  
**Gesellschaft für Immobilien Assetmanagement**

Innere Wiener Straße 17  
81667 München  
Phone: +49 89 489082 0

Fax +49 89 489 082 - 295

E-mail: [info@realisag.de](mailto:info@realisag.de)

Represented by the Executive Committee:

Jochen Schenk (CEO), Bernd Lönner (Deputy CEO)

**You can also contact our external data protection officer:**

**Dr. Georg F. Schröder, LL.M.**  
**Data Protection Officer**  
**legal data | Schröder Rechtsanwalts GmbH**  
**Prannerstr. 1**  
**80333 Munich**  
**Phone: +49-89 - 954 597 520**  
**fax: +49-89 - 954 597 522**  
**E-mail: [georg.schroeder@legaldata.law](mailto:georg.schroeder@legaldata.law)**

### 2. Which data do we process?

We only process personal data which we receive from you in the context of your application. This may be in particular the following data:

- Name data (form of address, title, first name, surname, name affixes)
- Contact details (telephone number, mobile number, mail address, fax number, street, house number, address supplements if applicable, postcode, city, country)
- Data relevant to the application (date of birth, place of birth, marital status, nationality, educational data, information on professional career, certificates and qualifications, curriculum vitae, possibly a photograph of the applicant and stated hobbies)
- Data during the interview
- Other data that is voluntarily provided to us in the application process

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### 3. What do we process your data for (purpose of processing) and legal foundation

We process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG).

The purpose of the data processing is the application procedure to be carried out, such as the administration of your application documents, the assessment of your qualifications, the holding of job interviews and the hiring decision.

Legal foundation:

#### **a) your consent in accordance with Art. 6 para. 1 lit. a GDPR**

If you have given us your consent to process personal data for specific purposes (e.g. for inclusion in the applicant pool), the legality of this processing is based on your consent.

This consent is voluntary and you can revoke it at any time with effect for the future. Your data will then be deleted or no longer used after the expiry of legal storage obligations.

If you revoke your consent, the processing of your data up to the revocation remains lawful.

#### **b) Article 88(1) of the GDPR in conjunction § Section 26 BDSG/ Art. 6 para. 1 lit. b) GDPR**

The legal basis for the processing of your personal data based on the application procedure is based on Art. 88 (1) GDPR in connection with § 26 BDSG. An additional legal basis is Art. 6 para. 1 lit. b GDPR.

#### **c) Art. 6 (1) lit. c) GDPR**

In addition, the processing of health data for the assessment of your ability to work in accordance with Art. 9 Para. 2 lit. h GDPR in conjunction with § 22 para. 1 lit. b BDSG may be necessary.

#### **d) Art. 6 (1) lit. f) GDPR**

As far as necessary, we process your data to protect the legitimate interests of ourselves or third parties (measures for building and plant security, e.g. access control, IT security, assertion of legal claims and defence in legal disputes).

#### **e) Art. 6 (1) lit. c) GDPR**

If, following the application procedure, an employment relationship, training relationship or internship comes about, we process your data on the basis of legal obligations in accordance with Art. 6 Paragraph 1 letter c) GDPR. The German Fiscal Code (AO) and the German Commercial Code (HGB) stipulate legal storage obligations.

### 4. Who receives my data (categories of recipients)?

Only the internal departments involved in the decision (responsible personnel or specialist departments, works council) will receive your data.

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In addition, we are obliged to transmit your data to public authorities and institutions (e.g. public prosecutor's office, police, supervisory authorities, tax office, social insurance carriers, etc.). Data transfers to third countries only occur within the framework of communication necessary for the fulfilment of the contract and other exceptions expressly provided for in the GDPR. Apart from this, no data will be transferred to third countries.

Further data recipients can be those entities for which you have given us your consent to transfer data.

### 5. How long is your personal data stored?

We store your personal data for six months after the end of the application process in accordance with § 61b para. 1 ArbGG in conjunction with § 15 AGG. The period begins with the receipt of the letter of rejection. This does not apply if you give us your consent to longer storage (e.g. inclusion in an application pool).

In case of inclusion in the applicant pool, the deletion will take place after two years. If, following the application procedure, an employment, training or internship relationship arises, the personal data will continue to be stored and transferred to the personnel file. In this case, the legal storage obligations, e.g. the German Fiscal Code (AO) and the German Commercial Code (HGB), must be observed. These storage periods are up to 10 years.

In addition, personal data may be retained for the period during which claims can be made against us (statutory limitation period of three or up to thirty years).

### 6. What data protection rights do I have?

Here you will find your rights regarding your personal data. Details of this are set out in Articles 7, 15-22 and 77 of the GDPR. You can contact the responsible body or the data protection officer in this regard.

#### a) Right to revoke your data protection consent in accordance with Art. 7 Para. 3 S. 1 GDPR

You can revoke your consent to the processing of your personal data at any time with effect for the future. However, the legality of the processing carried out up to the point of revocation is not affected by this.

#### b) Right to information according to Art. 15 GDPR

You have the right to request confirmation as to whether we process personal data concerning you. If this is the case, you have the right to be informed about these personal data and to receive further information, e.g. the processing purposes, the recipients and the planned duration of the storage or the criteria for determining the duration.

#### c) Right of correction and completion under Art. 16 GDPR

You have the right to request the correction of incorrect data without delay. Having regard to the purposes of the processing, you have the right to request the completion of incomplete data.

#### d) Right of deletion ("right to be forgotten") in accordance with Art. 17 GDPR

You have the right to request deletion, as far as the processing is not necessary. This is the case, for example, if your data is no longer necessary for the original purposes, if you have revoked your declaration of consent under data protection law or if the data has been processed unlawfully.

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### e) Right to restrict processing in accordance with Art. 18 GDPR

You have the right to limit the processing, e.g. if you believe that personal data is incorrect.

### f) Right to data transferability according to Art. 20 GDPR

You have the right to receive personal data concerning you in a structured, common and machine-readable format.

### g) Right of objection under Art. 21 DS-GVO

You have the right to object at any time, for reasons arising from your specific situation, to the processing of certain personal data concerning you.

In the case of direct marketing, you as a data subject have the right to object at any time to the processing of personal data relating to you for the purpose of such marketing, including profiling, insofar as it is linked to such direct marketing.

### h) Automated decision in individual cases including profiling according to Art. 22 GDPR

They have the right not to be subject to a decision based solely on automated processing, including profiling, except in the exceptional cases referred to in Art. 22 DPA.

No decision making based solely on automated processing - including profiling - will take place.

### i) Complaint to a data protection supervisory authority under Article 77 GDPR

You can also lodge a complaint with a data protection supervisory authority at any time, for example if you believe that data processing is not in accordance with data protection regulations.

The data protection authority responsible for us is the following:

Bavarian State Office for Data Protection Supervision

Promenade 18

91522 Ansbach

Germany

Phone: +49 (0) 981 180093-0

Fax: +49 (0) 981 180093-800

Mail: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)