

## 1. GENERAL INFORMATION

We process personal data in accordance with Art. 4 para. 1 of the European General Data Protection Regulation (GDPR), the German Federal Data Protection Act and other applicable data protection regulations valid from 25 May 2018. These uniformly regulate the processing of personal data by private companies and public authorities. The aim is to improve the overall protection of personal data within the European internal market.

We at von *Poll Immobilien GmbH* take the protection of your personal data very seriously. Your privacy is important to us. We process your personal data in accordance with the applicable legal data protection requirements for the purposes listed below.

Personal data in the sense of this data protection information is all information that relates to your person (e.g. name, address, e-mail addresses, telephone number, date of birth). In particular, this concerns the contractual data to be collected by us on the basis of the agreement concluded with you.

## 2. RESPONSIBLE AUTHORITY AND ITS REPRESENTATIVES

Responsible for the processing of your personal data is von *Poll Immobilien GmbH*, Feldbergstrasse 35, 60323 Frankfurt am Main, phone: +49 (0) 69 26 91 57 0, fax: +49 (0) 69 26 91 57 11, e-mail: info@von-poll.com.

## 3. PURPOSES OF PROCESSING AND RECIPIENTS

**3.1 Contract Processing.** The *von Poll Immobilien GmbH* (employees and brokers), its partners (independent commercial agencies, their brokers and employees) and service providers (contract processors) commissioned by us process your personal data in accordance with Article 6 GDPR for processing

- your application for a specific vacancy or as an unsolicited application,
- your Participation in training and further education measures or application day in the in-house academy

and in this context in particular for the following purposes:

- Examination and evaluation of your opportunity for the position to be filled,
- Performance and behaviour evaluation to the legally permissible extent,
- if necessary, for registration and authentication for the application via our website,
- if necessary, for drawing up the employment contract, training and further education contract,
- contract-related communication, if necessary for the purpose of making an appointment, and
- processing the training results for examination purposes, telephone interviews and feedback regarding the applicant day and
- passing on to the responsible Chamber of Industry and Commerce for the issue of the certificate Real Estate Agent (IHK) or Real Estate Agent (IHK).

Without this legal basis, we cannot conclude and process the contract with you.

The *von Poll Immobilien GmbH* also uses your personal data to send you information about further job and training offers, if you have consented to their being sent to us.

**3.2 Processing of your data in a third country.** Data is transferred to offices in countries outside the EU and the European Economic Area (third countries) if it should be necessary to fulfil a contractual obligation towards you (e.g. application for a position abroad), or

if it is in the context of a justified interest of us or a third party, or if you have given us your consent.

If the EU Commission does not decide on an appropriate level of data protection for the country concerned, we guarantee that your rights and freedoms are adequately protected and guaranteed in accordance with EU data protection regulations.

**3.3 Duration of storage and deletion of your data.** We delete your personal data as soon as the contractual relationship with you is terminated, all mutual claims have been fulfilled and there are no longer any legal storage obligations or legal justification bases for storage. We may use your data for a period of six months after the legal basis or the intended purpose no longer applies. In certain cases, *von Poll Immobilien GmbH* will continue to use your data anonymously for analysis purposes or make it available to its partners anonymously for analysis purposes.

**3.4 Storage for future job offers.** If we are unable to offer you a position, we will be happy to keep your application for future vacancies. If you have agreed to a storage, we will store your application documents for 12 months. At the same time, you agree to be contacted if we can offer you a suitable position. It is not passed on to third parties.

## 4. YOUR RIGHTS

**4.1 Information, Correction, Deletion.** You may assert the following additional rights in accordance with statutory provisions: Correction, deletion (right to be forgotten), restriction of processing (blocking for certain purposes) and data transmission.

**4.2 Right of objection.** There are no plans to use your personal data for direct marketing purposes. Nevertheless, we must inform you that you have the right to object to advertising at any time; this also applies to profiling, insofar as it is associated with such direct advertising. We will take this contradiction into account in the future.

**4.3 Right of revocation.** If you have given us a separate consent for the processing of your personal data, you can revoke this at any time. The legality of the processing of your data until revocation remains unaffected by a revocation.

**4.4 Questions or Complaints.** You have the right to contact the competent supervisory authority if you have any questions or complaints. The responsible supervisory authority for data protection issues is the data protection officer of the federal state in which *von Poll Immobilien GmbH* has its registered office. This is the Hessian Data Protection Officer, Gustav-Stresemann-Ring 1, 65189 Wiesbaden (<https://datenschutz.hessen.de/>).

## 5. CONTACT DETAILS

If you have any questions or comments about data protection at *von Poll Immobilien GmbH* (for example about information and updating your personal data), please contact us using the keyword "data protection":

*von Poll Immobilien GmbH*, represented by the managing partners Daniel Ritter, Sassan Hilgendorf and Dr Joerg Hahn, Feldbergstrasse 35, 60323 Frankfurt am Main info@von-poll.com

You can contact our data protection officer as follows:

*von Poll Immobilien GmbH*, Data Protection Officer, Feldbergstraße 35, 60323 Frankfurt am Main datenschutz@von-poll.com

In all other respects, the data protection declaration of *von Poll Immobilien GmbH* applies. You can view these at any time on our website under the Internet address <https://www.von-poll.de/de/datenschutz>