



THE AMERICAN
ACADEMY IN BERLIN
HANS ARNHOLD CENTER

Data Protection Information

PURSUANT TO ART. 13 AND ART. 14 GDPR (GENERAL DATA PROTECTION REGULATION)

1. Description of the Data Processing Activities

This data protection information is provided in connection with and due to our application management for advertised positions.

2. Name and Contact Details of the Controller

American Academy in Berlin GmbH
Am Sandwerder 17-19
14109 Berlin
Germany

American Academy in Berlin
14 East 60th Street, Suite 604
New York, NY 10022
USA

3. Contact Details of the company's Data Protection Officer of the AAB GmbH

Lars Beitlich
IfDuS GmbH
Landsberger Str. 396
81241 München
Tel.: +49 (89) 85 63 346 - 0
Fax: +49 (89) 85 63 346 - 90
E-Mail: privacy@ifdus.de

4. Purpose and Legal Bases of the Data Processing

Your personal data is collected and processed for the following purposes:

- staffing of advertised positions
- application management

Your personal data for the purpose of staffing of advertised positions is processed based on art. 6, para. 1, lit. b. of the General Data Protection Regulation (GDPR) in conjunction with iVm. §26 BDSG-neu. Your personal data for the purpose of application management is processed based on art. 6, para. 1, lit. a. of the General Data Protection Regulation (GDPR)

5. Categories of Processed Personal Data

The following categories of personal data are processed:

- name, title and academic degrees of a person
- address and contact data
- description of work experience, skills and educational background
- application material (such as CV, work experience, work samples etc.)
- group characteristics (such as applicant group)
- history of business relation and correspondence
- references

and similar data.

6. Source of the Data

The controller collected the personal data directly from you or the data is coming from publicly available sources of which the publication purpose is compatible with the processing activities described in this document.

7. Recipients or Categories of Recipients of Personal Data

Processors appointed by the company include cloud service providers, other companies of the corporate group and service providers who are essential for corporate services, e.g. companies offering IT services, experts and consultants.

8. Transfer of Personal Data to Third Countries

The data may be transferred to countries within and outside of the European Economic Area, in particular also to the United States of America. The company takes adequate and suitable security measures pursuant to applicable data protection laws to protect your data and ensure secure data transmission.

9. Duration of Retention of Personal Data

After data collection the data is stored as long as it is necessary to comply with the legal retention periods defined to fulfil the specific tasks.

10. Rights of the Data Subjects

Pursuant to the European GDPR you, the data subject, have the following rights:

If your personal data is processed, you have the right of information on which data concerning you was processed (art. 15 GDPR).

In case inaccurate personal data was processed, you have the right to obtain rectification of the data concerning you (art. 16 GDPR).

Where the legal requirements are met, you may request erasure of your data or restriction of processing and object to the processing of the data concerning you (art. 17, 18 and 21 GDPR).

If you have consented to data processing or a contract pertaining to data processing exits or data processing is carried out by automated means, you have the right of data portability – where applicable (art. 20 GDPR).

Should you exercise any of the rights mentioned above, the controller reviews if the legal requirements are met for this purpose.

To exercise your rights please contact the Data Protection Officer in charge. In case of any data protection complaints you can contact the competent supervisory authority, the Berlin Commissioner for Data Protection and Freedom of Information (*Berliner Beauftragte für Datenschutz und Informationsfreiheit*).

II. Right of Revocation of Consent

If you have consented to the processing of your personal data by the controller having made an according declaration, you may revoke the consent with effect for the future at any time. The lawfulness of data processing carried out until the revocation remains unaffected by this due to your former consent.

09-Apr-21-co.