

## **Information on data processing in accordance with Article 13 of the EU General Data Protection Regulation (GDPR) ('data privacy statement')**

### **Data Privacy Note for the application process at GIZ Laos regarding the storage and use of personal data by GIZ in Laos**

GIZ takes the protection of personal data very seriously. This document provides information about how your personal data are processed.

#### **1. Contact data of the data controller**

The data controller for processing purposes is Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Address:

Friedrich-Ebert-Allee 32 + 36, 53113 Bonn, Germany

Dag-Hammarskjöld-Weg 1 – 5, 65760 Eschborn, Germany

Contact: by email [job-gizlaos@giz.de](mailto:job-gizlaos@giz.de)

Data processor: Fravis GmbH

Sonnenhalde 10

73489 Jagstzell

Germany

For the outsourcing of recruitment process

#### **2. Collecting your data**

We process your personal data as follows:

- Contact and communication data
- Address data
- Personal information
- Qualification data
- Personal identification data

#### **3. Purpose of data processing and legal basis**

##### **Purposes for the performance of a contract or pre-contractual measures (Art. 6(1)(b) GDPR)**

We process your personal data for the following purposes for the recruitment process, is stored on GIZ servers and used for the application process of the applied position only.

The data will be used exclusively for the purposes described in this statement; any other use will always be subject to renewed consent. Your data will not be used for advertising purposes or forwarded to third parties.

This processing of your personal data is required for the performance of a contract or for carrying out pre-contractual measures.

#### 4. Disclosure to third parties

Your personal data, including contact and communication data, address data, personal information, qualification data, personal identification data are passed on to the following third parties:

Fravis GmbH  
Sonnenhalde 10  
73489 Jagstzell  
Germany  
for the outsourcing of recruitment process

#### 5. Transfer of data to a third country

No data are transmitted to third countries.

#### 6. Retention and erasure of your data

Your personal data will be erased after 6 months when the recruitment process for the indicated position ends

#### 7. Technical and organisational measures to protect your data

GIZ uses appropriate technical and organisational measures to protect data against unintended or deliberate falsification, destruction, loss or access by unauthorised persons. These measures are updated accordingly based on technical developments and adapted continuously in line with the given risks.

#### 8. Your rights

In accordance with the General Data Protection Regulation, you have the right

- to obtain **information** about your data stored by us (Article 15 GDPR),
- to have your data stored by us **rectified** (Article 16 GDPR),
- to have your data stored by us **erased** (Article 17 GDPR),
- to obtain **restriction** of processing of your data stored by us (Article 18 GDPR),
- to **object** to the storage of your data if they are processed on the basis of Article 6(1)(1)(f) and (e), GDPR (Article 21 GDPR),
- to receive data that concern you in a commonly used and machine-readable format from the controller such that they can be potentially transmitted to another controller (right to **data portability**, Article 20 GDPR),
- to **withdraw your consent** to the extent that the data have been processed on the basis of consent (Article 6(1)(a) GDPR). The lawfulness of processing on the basis of consent given remains unaffected until receipt of the withdrawal.
- In accordance with Art. 77 GDPR, you have the right **to lodge a complaint** with the competent data protection supervisory authority. The competent authority for GIZ is the Federal Commissioner for Data Protection and Freedom of Information (BfDI).

If you have any questions about the processing of your personal data, you can contact GIZ's data protection officer at [datenschutzbeauftragte@giz.de](mailto:datenschutzbeauftragte@giz.de).