



General Data Protection Regulation (EU-GDPR)

KICKSTART Human Resources GmbH Privacy Policy

Updated: May 2018



1. Introduction

We are an international head hunting boutique specializing in start-ups.

In collecting data, we have two goals:

1. Recruiting suitable, qualified candidates for our clients and their mediation
2. Identification of suitable and exciting positions for our candidates

Successful placement can only take place if we receive personal data from our candidates, which are part of the application documents (curriculum vitae, certificates, references, etc.).

This Privacy Policy applies to your use of our head hunting services.

2. Information collected by us

2.1 Personal information provided or sent by you

You apply for a position posted by us, apply for an initiative or send us your application documents after our address / request. What information you send to us (e. g. contact details, address, birth date, career data such as positions and company appointments, certificates, references, etc.) is completely up to you. It is up to you to decide whether to provide confidential information. Please do not add personal information that you do not want to be available and viewable.

The data processing for the purpose of the application takes place in accordance with Art. 6 Para. 1 p. 1 lit. a EU GDPR on the basis of your voluntarily granted consent. If, in accordance with Art. 6 Para. 1 sentence 1 lit., you have expressly consented to the DSGVO, we will use your application documents to provide you with suitable job offers from companies in the future.

You have the right at any time, in accordance with Art. 21 EU-GDPR, to revoke your consent and to request the deletion of your application documents. In this case, please send us an e-mail to: datenschutz@KICKSTART-HR.com.

2.2 Proactive contact through you via our contact form

When you contact us via our contact form or eMail, the data provided by you (e. g. eMail address, if applicable your name, telephone number and contact details) will be stored by us to answer your questions. We delete the data that arises in this context after the storage is no longer required, or limit the processing if there are statutory retention requirements.

The data processing for the purpose of contacting us is in accordance with Art. 6 Para. 1 p. 1 lit. a EU GDPR on the basis of your voluntarily granted consent.

2.3 Your website visit / visit our job market

When we visit the KICKSTART-HR website <http://www.kickstart-hr.com/> we register this, but generally anonymously at first. We are only interested in the number of visitors. At first we cannot understand or track who was on our website and looked at it.

3. How we use your data

3.1 Placement / Recruiting

We use your personal data exclusively for your placement with our customers. This includes the sending of your application documents, the recording of your personal information and data in our interviews and qualification exams, the preparation of exposés, the presentation of your profile and exposé in front of the client, the communication with you in the corresponding recruiting process.

3.2 Disclosure of data exclusively to our customers

Your personal data will only be forwarded under the following conditions:

- ❖ According to Art. 6 Para. 1 sentence 1 lit. a DSGVO you expressly granted the consent
- ❖ It is permitted by law and according to Art. 6 Para. 1 sentence 1 lit. b DSGVO required for the execution of contractual relationships with you
- ❖ For forwarding according to Art. 6 Para. 1 p. 1 lit. c DSGVO has a legal obligation
- ❖ Disclosure pursuant to Art. 6 Para. 1 sentence 1 lit. f DSGVO is required for asserting, exercising or defending legal claims and there is no reason to assume that you have a predominantly legitimate interest in not disclosing your data

3.3 Pool of Contacts / File

If we do not currently have a suitable position for you, the customer did not opt for you or for another candidate, we offer to keep your data in our pool of contacts / file. After each recruiting process without successful placement, we come to you to hear your interest in it and ask for your permission to save the personal information we have provided so far. You can also actively ask for the inclusion of your data in our file and then provide it to us, and we will also ask for your permission.

If we identify or occupy a suitable vacancy for you in the future, we can contact you via your contact data.

You have the right at any time, in accordance with Art. 21 EU-GDPR, to revoke your consent and to request the deletion of your application documents. In this case, please send us an eMail to: datenschutz@KICKSTART-HR.com

4. Storage time

Our interests in the data processing are in particular the security of the enterprise, central the mediation and security of the web page. Unless specifically stated, we store personal information only for as long as necessary to fulfil the purposes for which it was intended. To determine if data can be deleted, we review the database every two years.

The legal basis of the data processing according to the preceding paragraphs is Art 6 EU-GDPR.

5. Which cookies and web tools we use

5.1 Cookies

In cookies, information is stored, each resulting in connection with the specific terminal used. However, this does not mean that we are immediately aware of your identity.

We use cookies on our website. These are small files that your browser automatically creates and that are stored on your device (smartphone, laptop, tablet, etc.) when you visit our website. Cookies do not harm your device, do not contain viruses, trojans or other malicious software.

On the one hand, the use of cookies serves to make the use of our offer more pleasant for you. In addition, to improve usability, we also use temporary cookies that are stored on your device for a specific period of time. If you visit our website again in order to use our services, it is automatically recognized that you have already been to our website and what inputs and settings you have made so that you do not have to enter them again.

On the other hand, we use cookies to statistically record the use of our website and to evaluate it for the purpose of optimizing our offer for you. These cookies allow us to automatically recognize when you visit our site again that you have already been with us. These cookies are automatically deleted after a defined time.

Most browsers accept cookies automatically. However, you can configure your browser so that no cookies are stored on your computer or always a hint appears before a new cookie is created. However, disabling cookies completely may mean that you can not use all features of our website.

The data processed by cookies are for the purposes mentioned to protect our legitimate interests, as well as by third parties under Art. 6 Para. 1 p. 1 lit. f DSGVO required.

5.2 Google Analytics

Our website uses functions of the web analytics service Google Analytics. Provider is Google Inc., 1600 Amphitheater Parkway, Mountain View, CA 94043, USA.

Google Analytics cookies are stored on the basis of Art. 6 Para. 1 lit. f. EU-GDPR.

Google Analytics uses the "cookies" described above. As already described, these are text files that are stored on your computer and that allow an analysis of the use of the website by you. The information generated by the cookie about your use of this website is usually transmitted to a Google server in the USA and stored there. The website operator has a legitimate interest in analysing user behaviour in order to optimize both its website and its advertising.

5.3 IP Anonymization

We have activated the function IP Anonymization on this website. This will result in your IP address being shortened by Google within member states of the European Union or other parties to the Agreement on the European Economic Area prior to transmission to the United States. Only in exceptional cases will the full IP address be sent to a Google server in the US and shortened there. On behalf of the operator of this website, Google will use this information to evaluate your use of the website, to compile reports on website activity and to provide other services related to website activity and internet usage to the website operator. The IP address transmitted by Google Analytics within the framework of Google Analytics will not be merged with other data provided by Google.

6. Your options and information

6.1 Your right to information

According to Art. 15 EU-GDPR you have a right to information about your personal data processed by us. In particular, you may provide information about the purposes of processing, the category of personal data, the categories of recipients to whom your data has been disclosed, the planned retention period, the right of rectification, cancellation, limitation of processing or opposition, the existence of a Complaint right, the origin of your data, if they were not collected from us, as well as the existence of an automated decision-making including profiling and possibly require meaningful information about their details.

6.2 Your right to be forgotten

Pursuant to Art. 17 EU-GDPR, you may request the deletion of your personal data stored with us, unless the processing for the exercise of the right to freedom of expression and information, to fulfil a legal obligation, for reasons of public interest or to assert, exercise or defense of legal claims is required.

6.3 Your right to correction

According to Art. 16 EU-DSGVO, you can immediately demand the correction of incorrect or completed personal data stored with us.

6.4 Your right to receive and to data portability

According to Art. 20 EU-GDPR, you may receive your personal data that you have provided to us in a structured, common and machine-readable format or request that you send it to another person in charge.

6.5 Your right to restriction of processing

According to Art. 18 EU-DSGVO you can demand the restriction of the processing of your personal data, as far as the accuracy of the data is denied by you, the processing is illegal, but you reject their deletion and we no longer need the data, but you to assert, exercise or defend legal claims or you have filed an objection against the processing in accordance with Art. 21 EUZ-DSGVO.

6.6 Your right of withdrawal and opposition to processing

According to Art. 7 Para. 3 DSGVO, you can revoke your consent to us at any time. As a result, we are no longer allowed to continue the data processing based on this consent for the future.

6.7 Your right to lodge a complaint with a supervisory authority

According to Art. 77 EU-GDPR you have the right to complain to a supervisory authority. As a rule, you can contact the supervisory authority of your city or residence or work place or our company headquarters.

7. Security of your personal data

In general, we use appropriate technical and organizational security measures to protect your data against manipulation (accidental or intentional), loss (partial or complete), destruction or against unauthorized access by third parties. Our security measures are constantly being improved according to the latest technological developments.

For example, the hard disks of our computers are all encrypted, so nobody else can access your personal data. Sending of personal data to our customers (e. g. in exposés) takes place only in encrypted documents, which are attached to our e-mails, and so can only be opened by the appropriate addressees.

8. Data Protection Officer

Responsible according to Article 4 (7) EU GDPR is:

KICKSTART Human Resources GmbH
Bismarckstraße 60 A
14109 Berlin
Germany

9. Data Protection Officer

You can reach our data protection officer directly via the following e-mail address:
datenschutz@KICKSTART-HR.com

10. Validity and amendment of the Privacy Policy

This privacy policy can be viewed and printed on our website: <http://www.kickstart-hr.com/>

We are entitled to change these provisions in compliance with the statutory provisions.

11. Legal

The English version of this privacy policy is only for your ease of understanding.
We are located in Germany under German jurisdiction, and using the German language .
Therefore our legal responsibility is based on the original German-language version of this website.

In other words, for all legal questions, please refer only to the original German.

25. Mai 2018

KICKSTART Human Resources GmbH