



Data Protection Policy for the processing of applicants' personal data

Information to be provided according to Art. 13 GDPR

Controller

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Policy for the processing of freelance experts' personal data

Purposes of the processing of personal data of experts

Particip GmbH is an international consultancy specialised in project management and consultancy services in the field of development cooperation. In a broad variety of sectors and themes, our services cover the design, formulation, implementation, monitoring and evaluation of projects, programmes and policies. Particip processes personal data for the purpose of contacting experts, e.g. for information on cooperation opportunities suiting the expert's professional profile or for requesting updated CVs. Personal data is also processed for the purpose of including the expert's CV in prequalifications and tenders. Once contracted, personal data is processed for the purpose of implementing the service contract.

Based on Art. 6 GDPR the lawfulness of the processing of personal data at Particip is given if and to the extent that at least one of the following applies:

- The data subject has given consent to the processing of his or her personal data - Art. 6 (1) a)
- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract - Art. 6 (1) b)
- Processing is necessary for the purposes of the legitimate interests pursued by Particip Art. 6 (1) f)

The legitimate interest pursued by Particip is the cooperation with experts in the implementation of projects as well as ensuring network and information security. According to Art. 21 (1) GDPR the data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on Article 6 (1) f).

Possible recipients of the personal data

Within Particip	Outside Particip
• Project managers • Team assistants • Directors • Accounting • Office management • IT	• Contracting authorities such as EU, Worldbank, GIZ • Partner firms in case of Particip being member of a consortium • Processors according to Art. 28 GDPR

Transfer of personal data to a third country or an international organisation shall only take place as far as in accordance to Art. 45, 46 or 49 GDPR.

Period for which the personal data will be stored

Personal data will be deleted after fulfilment or elimination of the purposes for which they were collected or at the request of the data subject.

Experts' rights

Experts may request access to and rectification or erasure of personal data as well as restriction of processing concerning their personal data. Further, experts have the right to object to processing as well as the right to data portability.

To exercise these rights, experts may contact the data protection officer mentioned above.

Experts also have the right to lodge a complaint with the supervisory authority in charge.



Policy for the processing of personal data for in-house applications

Possible recipients of the personal data

Your personal data will be processed by the person(s) in charge of the recruitment process for the purpose of filling the advertised vacancy.

Period for which the personal data will be stored

With regard to possible complaints of rejected applicants for violation of provisions of the German General Act on Equal treatment (AGG), we will keep your data for 6 months after completion of the application process.

Applicant's rights

Under the conditions of GDPR you may request access to and rectification or erasure of your personal data as well as restriction of processing concerning your personal data. Further, you have the right to object to processing as well as the right to data portability. To exercise these rights, you may contact the data protection officer. You also have the right to lodge a complaint with the supervisory authority in charge.

Policy for the processing of personal data for unsolicited applications

Possible recipients of the personal data

Your personal data will be processed by the person(s) in charge of recruitment.

Period for which the personal data will be stored

Your personal data will be deleted after 3 years.

Applicant's rights

Under the conditions of GDPR, you may request access to and rectification or erasure of your personal data as well as restriction of processing concerning your personal data. Further, you have the right to object to processing as well as the right to data portability. To exercise these rights, you may contact the data protection officer. You also have the right to lodge a complaint with the supervisory authority in charge.