



Data protection information for applicants of CBT – Caritas-Betriebsführungs- und Trägergesellschaft mbH

Below we explain how we process your personal data as part of your application process on the basis of the Church Data Protection Act (KDG) and provide further relevant information in this context.

1. Who is responsible for processing your personal data and whom can you contact with questions about data protection?

CBT – Caritas Betriebs- und Trägergesellschaft mbH
Leonhard-Tietz-Straße 8
50676 Cologne (Germany)
Phone: +49 (0) 221 92444-0 • Email: datenschutz@cbt-gmbh.de

For all questions relating to the processing of your personal data and the exercise of your rights as an applicant, you can contact our data protection officers as follows:

DataCo GmbH
Sandstraße 33
80335 Munich (Germany)
Phone: +49 (0)89 452459-900 • Email: datenschutz@dataguard.de

2. What data is processed?

We process data that you provide as part of your application and that is related to it. This may include the following data:

- General personal data about you (such as name, address and contact details)
- Information about your professional qualifications and school education
- Information on professional development
- Information from the applicant's CV (e.g., professional career, secondary employment, leisure activities)
- Results of selection procedures (e.g. tests, interviews)
- Health data (such as the presence of vaccination protection)
- Other information that you provide to us in connection with your application.

Furthermore, we may process publicly available, work-related information about you, such as from profiles on professional social networks.

3. For what purposes and on what legal basis do we process personal data

• Application process

We process your personal data to process your application, insofar as this is necessary for deciding whether to establish an employment relationship with us. This also applies if you are a minor at the time of application. We assume that your application is made with the consent of your legal guardian(s).

The legal basis for this is Section 53 of the Church Data Protection Act (KDG). Furthermore, we may process your personal data to the extent necessary to defend against legal claims asserted against us arising from the application process. The legal basis for this is Section 6 Paragraph 1 Letter g) of the KDG. Our legitimate interest arises from the need for proper documentation for potential evidentiary purposes. Insofar as we process special categories of personal data, this is done on the basis of Section 11 Paragraph 2 Letter f) of the KDG .

• Internal processing of the application

As part of the application process, your data will be processed by internal employees of the human resources department, the respective department and the responsible bodies (employee representatives, if applicable, representatives for severely disabled employees).

Your data will be used exclusively by a limited group of users. Your personal data will not be disclosed to unauthorized third parties by us or by persons or data processors commissioned by us, unless we are legally obligated to disclose it (e.g., to government agencies).

• Further processing upon approval

If an employment relationship is established between you and us, we may further process the personal data we have already received from you for the purposes of the employment relationship, if this is necessary for the execution or termination of the employment relationship or for exercising or fulfilling the rights and obligations of the employee representation arising from a law or a company agreement .

• Unsolicited application

If you have not applied for a specific position, particularly in the context of a speculative application, we assume that your application is intended to be made available not just to one, but to all departments within our organization/company/group that are relevant to your qualifications. If not, please let us know. The legal basis for this is Section 53 of the German Data Protection Act (KDG) or your consent pursuant to Section 6 Paragraph 1 Letter b) of the KDG. If we also process special categories of personal data, this is done on the basis of Section 11 Paragraph 2 Letter a) of the KDG.

• Talent pool

Should you not be offered a suitable position at the time of your application, the data you provided throughout the application process may be collected, processed, and used in our talent pool even after the application process has concluded. This is done to contact you for professional purposes and to consider you for future job openings. You consent to this use by providing separate consent. If you grant your consent, your data will be stored in our talent pool for up to three years and processed as described. If we wish to continue processing your data after this period, we will obtain your consent. The legal basis for this is Section 6 Paragraph 1 Letter b) of the German Data Protection Act (KDG). If we also process special categories of personal data, such as health data, this is done on the basis of Section 11 Paragraph 2 Letter a) of the KDG.

• Fulfillment of our obligations under the Infection Protection Act (IfSG)

As operators of elderly care facilities, we are legally permitted to employ only individuals who have received the legally required vaccinations (e.g., against measles). To fulfill our obligations under the Infection Protection Act (IfSG), in particular Sections 20 and 20a IfSG, we therefore verify your vaccination status or other proof of immunity.

4. How long will your data be stored?

Unless a statutory retention period applies, data will be deleted as soon as its storage is no longer necessary or the legitimate interest in its storage has ceased. If no employment is made, this is generally the case no later than six months after the application process has concluded. In the event of legal disputes, we will retain the documents for as long as necessary. In individual cases, certain data may be stored for a longer period (e.g., travel expense reports). The storage duration then depends on statutory retention requirements, for example, under the German Fiscal Code (6 years) or the German Commercial Code (10 years). If you have given us your consent to the further storage of your application in our talent pool, we will delete your data when it is no longer needed by us or when you withdraw your consent. In the case of a speculative application, we will store your data until the end of the following year. If you do not wish this, please let us know.

5. Your rights

You have the following rights with regard to your personal data:

- **Right to information** : You can request information at any time about whether and what personal data we have stored about you. Providing this information is free of charge. The right to information does not apply, or is limited, if and to the extent that providing the information would disclose confidential information, such as information subject to professional secrecy.

- Right to **rectification** : If your personal data that is stored is incorrect or incomplete, you have the right to request the rectification of this data at any time.

- Right to **erasure** : You have the right to request the erasure of your personal data if and to the extent that the data is no longer needed for the purposes for which it was collected, or if the processing is based on your consent, you have withdrawn your consent. In this case, we must cease processing your personal data and remove it from our IT systems and databases. A right to erasure does not exist to the extent that...
 - the data may not be deleted due to a legal obligation or must be processed due to a legal obligation;
 - the data processing is necessary for the establishment, exercise or defense of legal claims.

- Right to **restriction of processing** : You have the right to request the restriction of the processing of your personal data.

- Right to **data portability** : You have the right to receive the data you have provided in a structured, commonly used and machine-readable format, and the right to have this data transmitted to another controller. This right only exists if
 - You have provided us with the data on the basis of consent or a contract concluded with you;
 - The processing is carried out using automated procedures.

- Right to **withdraw consent** : If we process your data based on your consent, you have the right to withdraw this consent at any time with effect for the future. However, the processing carried out up to that point remains lawful.

- Right to **object** : If the processing of your data is based on a balancing of interests, you can object to the processing at any time.

You can assert all of the data subject rights described above against us by sending your specific request to the data protection officer via email.

- **Right to lodge a complaint** with a data protection supervisory authority

You have the right to lodge a complaint with a data protection supervisory authority at any time if you believe that the processing of your personal data violates data protection law.



 Caritas-Betriebsführungs- und Trägergesellschaft mbH

The data protection supervisory authority responsible for us is:

Catholic Data Protection Center – Public Corporation

Brackeler Hellweg 144

44309 Dortmund (Germany)

Phone: +49 231 138985-0

Fax: +49 231 1389 85-22

Email: info@kdsz.de

6. Changes to this privacy policy

We revise this privacy policy when there are changes to data processing or other circumstances that make it necessary. The most current version can always be found on this website.

Stand: September 2025