

## Data Protection Information for Employees

The controller responsible for processing your personal data is:

ARL – Academy for Territorial Development in the Leibniz Association  
Vahrenwalder Straße 247  
30179 Hannover  
Germany

The personal data you provide will be collected and processed for the purpose of establishing, carrying out, and terminating the employment relationship in accordance with Art. 88(1) GDPR in conjunction with Section 26(1) sentence 1 of the German Federal Data Protection Act (BDSG). The provision of your personal data is necessary for employment in our organisation and for the implementation of the employment relationship. Without this data, it is unfortunately not possible to employ you. No automated decision-making takes place.

Your personal data will be shared with public authorities or entities mandated by them where this is necessary to fulfil legal obligations, for example with social security institutions, employers' liability insurance associations, tax authorities, and employment agencies.

For the purpose of integration within our organisation, relevant employees will receive the personal data necessary for your onboarding and involvement.

Your personal data will not be transferred to a third country or an international organisation, nor is such a transfer planned.

Your data will be stored for the duration of the employment relationship and thereafter in accordance with statutory retention periods or, where necessary, for occupational pension purposes. After this period, the data will be deleted or destroyed in compliance with data protection regulations.

In accordance with Art. 15 GDPR, you have the right to obtain information about the processing of your personal data.

Furthermore, you have the right to request the rectification, erasure, or—if erasure is not possible—the restriction of processing, as well as the right to data portability in accordance with Articles 16–18 and 20 GDPR. If you wish to exercise these rights, please contact our Data Protection Officer:

Dr. Bittner Consulting GmbH & Co. KG, Podbielskistraße 386, 30659 Hannover, or via email at office@drbg.de.

You also have the right to lodge a complaint with the competent supervisory authority at any time. If you believe that your personal data is not being processed in compliance with data protection laws, we kindly ask you to contact our Data Protection Officer first.