

# Privacy Policy

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## 1. Data Controller

The controller responsible for the processing of personal data in accordance with the General Data Protection Regulation (GDPR) is:

ACB Job Agentur Cottbus GmbH  
Lutherstraße 21  
03050 Cottbus  
Germany

Phone: +49 (0)1743230469

E-mail: [kontakt@job-acb.de](mailto:kontakt@job-acb.de)

## 2. Purpose of Data Processing

We process personal data exclusively for the following purposes:

- Conducting application and selection procedures (e.g., internships, programs, projects)
- Pre-contractual measures and, if applicable, contract execution
- Responding to inquiries from interested parties
- Quality assurance, feedback, and complaint handling (Fair Recruitment / IRIS Standard)

Processing for other purposes does not occur.

## 3. Categories of Processed Data

Depending on the selection in the form, we particularly process:

- Identity data (name, date of birth if applicable)
- Contact data (email, phone number)
- Education and qualification data
- Application documents (e.g., CV)
- Program-related information
- Free-text entries (e.g., inquiries, feedback)

We only collect data that is necessary for the respective purpose (data minimization).

## 4. Legal Basis for Processing

The processing of your data is based on the following legal grounds:

- Art. 6 Abs. 1 lit. b DSGVO (pre-contractual measures and contract execution)
- Art. 6 Abs. 1 lit. f DSGVO (legitimate interest, e.g., quality assurance, communication, organization)
- Art. 6 Abs. 1 lit. a DSGVO (consent, where required)

## 5. Special Categories of Personal Data

Health data or other special categories of personal data pursuant to Art. 9 DSGVO are generally not requested.

Voluntary information on general working ability is processed exclusively:

- for the specified purpose
- voluntarily
- and only to the extent necessary for the respective activity

No further processing occurs.

## 6. Recipients of Data

Your personal data will generally not be shared with third parties, unless:

- required for the application or placement process (e.g., employers, project partners)
- a legal obligation exists
- or you have expressly consented

No transfer to third countries occurs.

## 7. Retention Period

We store personal data only as long as required for the respective purpose:

- Application data: maximum 6 months after the procedure is completed
- Contract and program data: according to statutory retention periods
- Inquiries / feedback: until the matter is fully processed

## 8. Your Rights as a Data Subject

You have the right at any time to:

Access your stored data (Art. 15 DSGVO)  
Rectify inaccurate data (Art. 16 DSGVO)  
Request deletion of data (Art. 17 DSGVO)  
Restrict processing (Art. 18 DSGVO)  
Data portability (Art. 20 DSGVO)  
Object to processing (Art. 21 DSGVO)  
Withdraw consent at any time (Art. 7 Abs. 3 DSGVO)

Please direct requests to:  [kontakt@job-acb.de](mailto:kontakt@job-acb.de)

## 9. Right to Lodge a Complaint with the Supervisory Authority

You have the right to lodge a complaint with a data protection supervisory authority.

Responsible supervisory authority:  
The Brandenburg Commissioner for Data Protection (as the company is located in Cottbus)

## **10. Data Security**

We implement appropriate technical and organizational measures to protect your data from loss, misuse, or unauthorized access.

## 11. Version of the Privacy Policy

Version: December 2025