

Information Requirements for Establishing Contact with Valdivia



Note on gender-related wording

In all designations referring to persons, the chosen formulation refers to all genders (male, female, diverse – m/f/d) for abbreviation purposes and does not imply any judgement or exclusion.

Processing of personal data

Valdivia Consulting GmbH (hereinafter referred to as "Valdivia") processes your personal data. Processing includes any form of collection, recording, organisation, ordering, storage, adaptation, modification, restriction, disclosure by transmission, provision or use of personal data. The reading out, querying, linking or matching through to the deletion and destruction of personal data also fall under the term processing in the sense of the European Data Protection Regulation (DSGVO).

Mandatory information

In the event of initial contact being made and for any further collection of data, we are obliged, in accordance with to Art. 12 or 13 and 14 of the DSGVO and as per current data protection law, to provide you with the following mandatory information:

Responsible party:

Valdivia Consulting GmbH
Opernplatz 14
60313 Frankfurt am Main

Represented by Mr. Daniel Bauer (Managing Director)

Contact:

Phone: +49 69 328 685 320
E-mail: kontakt@valdivia-consulting.com

Contact details of our data protection officer:

Knittel Akademie für Datenschutz & Compliance
Patrick Knittel
dsb@knittel-compliance.de

Purposes and legal basis of processing

Your personal data is collected

- to be able to identify you as a person who is interested in our company and our services such as the provision of private employment services, e.g. recruitment (e.g. customer, candidate, applicant).
- to contact you and correspond with you using the contact details you have provided (by telephone, in writing, by e-mail, etc.).
- to process your enquiry and respond appropriately (e.g. by means of a job opening offer) and to forward it to potential employers.
- to be able to advise you appropriately in the context of your enquiry and, if necessary, to ask follow-up questions.
- to be able to invite you to a personal meeting, interview or event.
- for the internal processing of your request (e.g. at our offices/branches).
- for meetings with our consultants or employees.
- to create and document your application history.
- to use your data to carry out statistical evaluations, such as salary studies and satisfaction analyses.
- for invoicing purposes.

The legal basis for processing your data is:

If you contact us by e-mail, we will only process your personal data,

- if there is a legitimate interest in the processing (Art. 6 Para. 1 lit. f DSGVO);
- if you have consented to the data processing (Art. 6 para. 1 lit. a DSGVO);
- if the processing of your data is necessary for the initiation, establishment, content or amendment of a legal relationship between you and us (Art. 6 para. 1 lit. b DSGVO) or
- if another legal entity legally determines the processing (Art. 6 Para. 1 lit. c DSGVO), e.g. § 26 BDSG.

Data categories

- Data provided by you, e.g. name, company, address, telephone and fax numbers, e-mail addresses, date of birth, place of birth, gender, academic degree and, if applicable, any other data required for the activity, e.g. reference lists, project lists, etc.
- Additional data collected by the person responsible, e.g. date of creation of e-mails, enquiries or orders.

Disclosure to third parties

Your data will only be forwarded or disclosed to the person responsible or the responsible processor/consultant for your enquiry. If you are interested in using our services, we will forward your personal data to potential clients.

Disclosure to third countries

Third country transfers do not take place as a matter of principle.

Storage period/periods for the deletion of data

Your personal data will remain with us until you request us to delete it, revoke your consent to store it or the purpose for storing the data no longer applies (e.g. after your request has been processed). The deletion of the data takes place within the framework of the respective obligations and periods, taking into account the purpose limitation. The commercial or financial data of a completed financial year will be deleted after 10 years in accordance with the legal provisions unless longer periods apply or are required for justified reasons. Shorter deletion periods are applied in special areas (e.g. in case of longer inactivity on your part). If data is not affected by this, it will be deleted when the above-mentioned purposes cease to apply.

Data source

Enquiries by e-mail as an interested party, customer or applicant, events for interested parties, visits to trade fairs, handing out business cards, contact forms, application management.

Automated decision making

Profiling does not take place.

Data-related rights (rights of information, revocation and deletion)

Irrespective of the above, you can object to the use of your data at any time and revoke any consent you may have given to the use of your data. Furthermore, you may ask for the data we have collected and stored to be corrected, blocked or deleted at any time. We point out that there may be legal obligations to continue to store data; in this case, the data can only be blocked. In addition, you also have the right to data transfer in accordance with Art. 20 DSGVO.

If you revoke your consent to data processing or object to the use of the data, this does not affect the lawfulness of the data processing until the time of revocation. In addition, you have a right to know what data we store about you (right to information). The provision of your data is made on a voluntarily basis and without consequences.

Complaints to the data protection officer

You can contact our data protection officer, Mr. Patrick Knittel, at any time. He will handle your request confidentially. You can reach him at: dsb@knittel-compliance.de.

Right of appeal to the supervisory authority

Pursuant to Article 77 of the GDPR, you have the right to file a complaint with the local supervisory authority if you believe that we are not processing your personal data lawfully.

Der Hessische Beauftragte für Datenschutz und Informationsfreiheit
(The Hessian Commissioner for Data Protection and Freedom of Information)
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