Consent to the Processing and Publication of Personal Data

Applicants for au pair, vocational training, FSJ/BFD, internship and skilled worker positions

Important: your consent is voluntary
This consent is **entirely voluntary**. If you do not give it, or give only part of it, you will suffer **no disadvantage**: we will place you either way. Without your consent we will send your documents confidentially and individually only to specific, genuinely interested host families, employers, organisations or institutions (Art. 6(1)(b) GDPR) – we will then publish nothing on the internet and nothing on social media. You may tick each item separately and withdraw each item separately at any time.

1. Controller

The controller within the meaning of Art. 4(7) GDPR is:
Agentur für Sprach- und Personaldienstleistungen · Stephanie Steiner
Schloss 4a · 88316 Isny im Allgäu · Deutschland
info@sprache-personal.de · www.sprache-personal.de · www.germany-aupair.com · www.ausbildung-hotel.de
No data protection officer has been appointed; the conditions of Sec. 38 BDSG are not met. Your contact person for all data protection matters is Ms Stephanie Steiner.

2. What we do with your data (Art. 13 GDPR)

We place applicants from third countries and EU states with host families, employers, FSJ/BFD organisations and their placement sites, hotels, businesses as well as care and health institutions in Germany. For this purpose we process your basic data (name, date of birth, nationality, address, contact details), your CV, references and proof of qualifications, language skills, photographs, your introduction video and your motivation letter.

Source of the data (Art. 14 GDPR): some of this data does not come from you directly but from our partner agency in your home country, which introduces you to us. We will tell you at any time on request which agency this is in your case.

Recipients: potential host families, employers, organisations and institutions in Germany; our partner agency in your country of origin; public authorities where legally required (e.g. immigration office, Federal Employment Agency, German missions abroad); our IT service providers as processors under Art. 28 GDPR.

Storage period: we delete application documents no later than **24 months** after the last active contact, or in the case of a successful placement no later than 24 months after the end of the placement. Statutory retention obligations remain unaffected. Published content is taken offline no later than **12 months** after publication unless you consent again – and immediately upon your withdrawal.

3. Your consent – please tick each item separately

The legal basis for each of the processing operations below is Art. 6(1)(a) GDPR, for health data additionally Art. 9(2)(a) GDPR, and for transfers to third countries additionally Art. 49(1)(a) GDPR.

A ☐ **Confidential disclosure to interested parties.** My complete documents (CV, photo, video, references) may be transmitted individually and confidentially to specific host families, employers, organisations, hotels or care institutions that have a genuine interest in my placement.

B ☐ **Protected applicant area.** My complete profile may be placed in a password-protected, non-public area of the agency's websites, accessible only to verified and registered clients.

C ☐ **Public short profile on the agency's websites.** A short profile containing **first name, age, country of origin, desired position** together with my introduction video and/or photograph may be shown publicly on www.sprache-personal.de, www.germany-aupair.com and www.ausbildung-hotel.de. Surname, address, date of birth and contact details will not be published.

D ☐ **Social media.** The same short profile (first name, age, country, position) including video and photograph may be published on the agency's channels on **Instagram, Facebook and YouTube** – including for advertising and reach purposes of the agency.

E ☐ **Health-related information (Art. 9 GDPR).** Where necessary for the specific position (e.g. vaccination records, measles protection, medical certificate, allergies, dietary requirements, disability), these special categories of personal data may be processed and transmitted **strictly confidentially** to the specific host organisation. This data is **never** published.

F ☐ **Religious information.** Information about my religious affiliation may be passed on confidentially to the host organisation where this is relevant for living arrangements or catering.

4. Transfer to third countries

Instagram, Facebook and YouTube are operated by companies based in the USA. With your consent under letter D your data will be transferred to the USA and possibly to further third countries. An adequacy decision exists for some of these recipients (EU-US Data Privacy Framework); otherwise the transfer is expressly based on your consent pursuant to **Art. 49(1)(a) GDPR**. We expressly draw your attention to the associated risks: the USA does not offer a level of data protection equivalent to European law, state authorities may under certain circumstances access your data, and your data subject rights may not be enforceable there, or only to a limited extent.

We also point out that once content is publicly accessible it may be copied, stored or further distributed by third parties. Following a withdrawal we will remove the content from our own channels without delay; however, we cannot technically guarantee its complete removal from the internet.

5. Withdrawal and your rights

You may **withdraw this consent at any time, in whole or in part and without giving reasons** – informally by email to info@sprache-personal.de or by post to the address above. The lawfulness of processing carried out before the withdrawal remains unaffected. On receipt of your withdrawal we will remove the content concerned from our websites and social media without delay, and at the latest within 72 hours.

You further have the right of access (Art. 15), rectification (Art. 16), erasure (Art. 17), restriction of processing (Art. 18), data portability (Art. 20) and objection (Art. 21 GDPR). You also have the right to lodge a complaint with a supervisory authority; the competent authority for us is: Bayerisches Landesamt für Datenschutzaufsicht, Promenade 18, 91522 Ansbach, Germany.

6. Personal details and signature

Surname, first name _____ Date of birth _____

Country of origin _____ Email address _____

Place, date _____ Signature of the applicant _____

Additionally for minors (under 18 years of age)

If the applicant is under 18 years of age at the time of signing, this consent is only valid if it is also given or countersigned by all persons holding parental responsibility (Art. 8 GDPR, Sec. 107 et seq. German Civil Code).

Name and signature of parent/guardian 1 _____ Name and signature of parent/guardian 2 _____

Please send the fully completed and signed form as a scan or photo to info@sprache-personal.de. You will receive a copy for your records.

Model withdrawal declaration (optional – detach and complete)

I hereby withdraw the consent I gave on _____ with immediate effect – in full or for the items ticked below: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ in full. I request the deletion or removal from publication of the content concerned and a short confirmation by email.

Surname, first name

Place, date, signature