

Privacy Information for the Application Process pursuant to Articles 13 and 14 GDPR

The protection of your personal data is an important concern for us as an association. With the following information, we would like to explain which personal data we process during application procedures, for what purposes, and on what legal basis. This applies both to applications for employment (e.g. a job, internship, or working student position) and to applications for voluntary or project-based roles within our association. We also inform you about your rights in connection with the processing of your data.

1. Name and Contact Details of the Controller

The controller responsible for processing your personal data is:

Sculpture Network e.V.
Osloer Strasse 102
13359 Berlin / Germany
Tel. +49 152 05167586
Email: info@sculpture-network.org

2. Contact Details of the Data Protection Officer

If you have questions about data protection or wish to exercise your rights, you can contact our external data protection officer:

DATENDO GmbH, Hohenzollernring 55, 50672 Cologne
Email: dsgvo@datendo.de, Web: www.datendo.de

3. Purposes of Processing and Legal Basis

Your personal data is processed for the purpose of carrying out the application process and deciding whether to establish a role within our association. This may be either an employment relationship (e.g. employment, internship, or working student position) or voluntary or project-based work. It applies both to applications for specific job postings and to unsolicited applications sent by email, online form, or post. The legal bases for this are:

- Art. 6(1)(b) GDPR (performance of pre-contractual measures), in particular for processing your application for employment.
- Section 26(1) BDSG (processing for the purpose of establishing an employment relationship), where the role is an employment or training relationship within the meaning of the BDSG.
- Art. 6(1)(f) GDPR (legitimate interests), where the intended role – such as voluntary work or project-based roles – does not fall directly under Section 26 BDSG. Our legitimate interest lies in the structured and proper conduct of the selection process.

In addition, the following applies:

- Processing from publicly accessible sources: If we process supplementary information from publicly accessible sources (e.g. professional networks), this is likewise based on a balancing of interests pursuant to Art. 6(1)(f) GDPR. Our legitimate interest lies in a comprehensive assessment of your suitability for the role in question.
- Consent to further processing: If you have given us your consent to process your data beyond the actual application process (e.g. for inclusion in an applicant pool), we additionally process your data on the basis of Art. 6(1)(a) GDPR. You may withdraw any consent you have given at any time with effect for the future.

4. Categories of Personal Data

During the application process, we process in particular the following personal data, which you provide to us as part of your application:

- Master data (e.g. name, address, date of birth)
- Contact details (e.g. email address, telephone number)
- Information on the desired role (e.g. employment, internship, voluntary work, or project-based role)
- Information on your academic background, previous professional experience, or previous voluntary activities
- Information on personal achievements, qualifications, and motivation for applying
- Application documents (e.g. CV, certificates, references, cover letter, and any other documents you provide voluntarily)

In addition, further data may arise during the application process, e.g.:

- Communication data (e.g. emails, notes from interviews)
- Data from third parties (e.g. recruitment agencies) or from lawfully used publicly accessible sources (e.g. professional networks)

If interviews are conducted online (e.g. by video conference), image and audio data is processed exclusively for conducting the interview and selecting applicants. Interviews are recorded only if you have given your explicit consent beforehand.

5. Categories of Recipients of Personal Data

Within our association, only those persons who are entrusted with preparing and conducting the application process have access to your personal data. These may in particular be members of the board or staff from the office. Your data may also be passed on to external service

providers acting on our behalf as processors pursuant to Art. 28 GDPR (e.g. providers of applicant management systems, IT service providers). Any further transfer to third parties takes place only if required by law or if you have given your explicit consent beforehand.

6. Storage Period

Your personal data is stored for the duration of the application process. If no role within our association is taken up, your data is generally deleted no later than six months after the end of the application process, unless longer storage is necessary for the establishment, exercise, or defence of legal claims. If you have given us your consent to be included in an applicant pool, we store your data for the period specified there, but for a maximum of two years, unless a shorter or longer period has been agreed individually. If you are hired – whether in an employment relationship or in a voluntary role with defined tasks – your application documents are transferred to the personnel or activity file and stored there in accordance with the statutory retention periods.

7. Your Rights as a Data Subject

In connection with the processing of your personal data, you have the following rights:

- Access to your stored data (Art. 15 GDPR): You may request information at any time about what data we have stored about you and for what purposes it is processed.
- Rectification of inaccurate or incomplete data (Art. 16 GDPR): If your data is incorrect or incomplete, you may request that it be rectified without undue delay.
- Erasure of your data (Art. 17 GDPR): You have the right to request the erasure of your data, provided that no statutory retention obligations or other legitimate grounds prevent erasure.
- Restriction of processing of your data (Art. 18 GDPR): Under certain conditions, you may request that your data be processed only in a restricted manner, e.g. if you contest the accuracy of the data.
- Objection to processing (Art. 21 GDPR): You may object to the processing of your data if grounds relating to your particular situation speak against the processing.
- Data portability, where applicable (Art. 20 GDPR): You have the right to receive the personal data concerning you in a structured, commonly used, and machine-readable format and to transmit it to another controller.

8. Withdrawal of Consent

Where processing is based on your consent, you may withdraw it at any time with effect for the future. The

lawfulness of processing carried out before the withdrawal remains unaffected.

9. Right to Lodge a Complaint with a Supervisory Authority

You have the right to lodge a complaint with a data protection supervisory authority if you believe that the processing of your personal data infringes the GDPR. The supervisory authority responsible for us is:

Berlin Commissioner for Data Protection and Freedom of Information, Alt-Moabit 59-61, 10555 Berlin, Germany, Telephone: +49 30 13889-0

10. Provision of Data and Necessity

The provision of your personal data is voluntary. However, without this data, we cannot properly review your application, and you therefore cannot take part in the selection process.

11. Transfers to Third Countries

Your personal data is not transferred to a third country outside the European Union or the European Economic Area.

12. Automated Decision-Making

No automated decision-making or profiling takes place.

Last updated: October 2025