



ADVOKATUR  
SPRENGER+PARTNER

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## DATA PROTECTION DECLARATION **FOR JOB APPLICANTS**



Please note that this is a translation of our German Data Protection Declaration. In case of deviations, the German version shall prevail.

With this Data Protection Declaration, we would like to provide you with an overview of the manner in which we process your data and your rights in this connection according to the provisions of the European General Data Protection Regulation (hereinafter called "GDPR") and the Liechtenstein Data Protection Act (Datenschutzgesetz, hereinafter called "DSG"):

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## I. NAME AND ADDRESS OF THE DATA CONTROLLER AND THE DATA PROTECTION OFFICER

Data Controller within the meaning of the GDPR is:

Advokatur Sprenger + Partner AG  
Landstrasse 158  
9494 Schaan  
Liechtenstein

T +423 230 20 93  
office@asp.li  
www.asp.li

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## II. GENERAL INFORMATION CONCERNING DATA PROCESSING

### 1. Collection and storage of personal data and nature and purpose of the use of data

We only process necessary data.

By submitting your job application documents, you give your consent to processing your personal data and images included in the cover letter, curriculum vitae, reference letters or other documents you provide us with, for the purpose of our personnel selection procedure. Your data will not be passed on to third parties without your prior consent. Moreover, no automated individual decision-making ("profiling") as per Art. 22 GDPR will be conducted. The data processing is based on Art. 6 para. 1 lit. b GDPR.

As soon as you contact or mandate us, we collect the following information in particular:

- Personal details (e.g. salutation, first name, last name)
- Address and contact details (e.g. address, e-mail address, phone number)
- Date of birth
- Educational and professional background
- Desired salary
- Data and images from your CV, reference letters or other documents provided

Without this data, we are as a rule unable to take your job application into consideration and potentially enter into or maintain an employment with you. It is possible that we process data that is not collected directly from you, but for example from third parties, from publicly accessible sources or from other data subjects.

## **2. Recipients or categories of recipients of the personal data**

Within Advokatur Sprenger + Partner AG, employees may process your data if they are required in order to comply with our contractual, statutory and supervisory obligations and to protect legitimate interests. Third parties may also obtain personal data for these purposes, this includes processors, for example in the category of IT services.

## **3. Transfer of personal data to third party states**

Data is not transferred to countries outside the European Economic Area (so-called third countries).

## **4. Storage period for personal data**

If you are not employed your data will be deleted immediately. There is the possibility to store your personal data for a longer period of time, if you give your explicit consent. Should your job application be successful we will retain your personal data until expiration of the statutory retention period. Further processing and longer storage may be conducted for reasons of preservation of evidence, for example for the duration of the applicable statutes of limitation.

## **5. Your data protection rights**

As job applicant or in general as a data subject, you are entitled to be informed about your personal data at any time, in particular about its origin and recipients, as well as the purpose of the data processing. You additionally have the right to rectification, data portability, to object and to restriction of the processing or deletion of incorrect or improperly processed data.

You have the right to withdraw any given consent to use your personal data at any time. The exercising of your right of access, deletion, rectification, objection and/or data portability may be addressed to the contact details listed under item I. of this Declaration.

If you are of the opinion that our processing of your personal data is in breach of applicable data protection law or that your statutory data protection rights have been infringed otherwise, you may file a complaint with the competent supervisory authority. In Liechtenstein, the Data Protection Office ([www.datenschutzstelle.li](http://www.datenschutzstelle.li)) is the competent authority.

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### III. **VALID VERSION**

This is the currently valid Data Protection Declaration as of July 2020.

Due to the continued development of our website and associated services or organizational modifications within our law firm or on the grounds of amended legal or regulatory requirements, it may become necessary to amend this Data Protection Declaration. You can access and print out the respective current Data Protection Declaration on our website at any time.