



## CONFIDENTIALITY & PRIVACY AGREEMENT

### Riebensahm Agribusiness Recruiting (RAR)

We are delighted about your interest to work with our recruitment agency! Our partners are exclusively consultants with long-standing executive and industry-specific experience.

All information exchanged between Riebensahm Agribusiness Recruiting (referred to as “RAR“) is subject to be kept strictly confidential and secret. For the purposes of this Agreement, “Information” shall mean any information, which is disclosed by either Party whether orally or in writing or any derivatives thereof. The obligation of confidentiality shall not apply to any Information which at the time of disclosure is possessed by the respective Recipient as evidenced by the Recipient’s written records and which was not acquired directly or indirectly from Discloser or in public knowledge. This includes specifically that companies which are disclosed by RAR in confidential job descriptions may only be contacted by you upon RAR approval.

We assume no liability for external links of third-party content, as we did not initiate the transmission of this information and did not select or change the addressee of the transmitted information or the transmitted information ourselves.

#### 1. Collection and storage of personal data as well as the type and purpose of their use

##### a) When visiting the website

The protection of your personal data during the collection, processing and use during the use of our website is important to us and takes place within the framework of the legal regulations, which you can find for example at [www.bfd.bund.de](http://www.bfd.bund.de).

In the following we explain to you what information we collect during your visit to our website and how it is used:

Every time a customer (or other visitor) accesses our website, information is automatically sent to the server on our website by the internet browser used on your device (computer, laptop, tablet, smartphone, etc.). This information is temporarily stored in a so-called log file.

The following data is recorded without any action on your part and stored until it is automatically deleted:

- IP address of the requesting computer, as well as device ID or individual device identifier and device type,
- Name of the file accessed and the amount of data transferred, as well as the date and time of access,
- Notification of a successful retrieval,
- Requesting domain,
- Description of the type of Internet browser used and, if applicable, the operating system of your device as well as the name of your access provider,
- Your browser history data and your standard weblog information,
- Location data, including location data from your mobile device. Please note that on most mobile devices you can control or deactivate the use of location services in the settings menu of the mobile device.

According to Art. 6 para. 1 sentence 1 lit. f GDPR for the collection of the data, our legitimate interest is based on the following purposes: ensuring a smooth connection and comfortable use of the website, evaluation of system security and stability as well as for other administrative purposes.

In no case do we use the collected data for the purpose of drawing conclusions about you personally.

#### **b) When using our contact form**

If you have any questions, we offer you the opportunity to contact us using a form provided on the website. At least the following information is required: E-mail address, first and last name, telephone number. This is intended to let us know who made the request and enable us to answer it. Further information can be provided voluntarily.

The data processing for the purpose of contacting us takes place in accordance with Art. 6 para. 1 sentence 1 lit. a GDPR based on your voluntarily given consent.

#### **c) applicant data**

Voluntarily provided personal data is solely collected for the implementation of consulting and mediation orders is subject to strict confidentiality. With your consent to this data protection declaration, we are authorized to store your data permanently and only to the extent necessary for the performance of our work. Your data will only be shared with third parties upon having received your explicit authorization.

In addition, we can disclose your personal data if we are legally obliged to do so; to law enforcement, courts, government agencies based on a lawful disclosure request. In the event that there is a contractual relationship, for example the conclusion of an employment contract, the retention periods are based on statutory provisions.

#### **d) Company / customer data**

Information and data that are publicly available or made available by customers are stored in order to ensure proper and contractual implementation and processing. This includes information such as the company name, business contact details such as telephone numbers and e-mail address, contact persons and their function, the sales tax identification number, the relevant industry segments, conversation and correspondence notes, details on placement orders and job-specific requirement profiles.

You agree to the use of this information and data for the purposes described above to ensure a smooth cooperation.

## **2. Transfer of personal data**

Your data will not be transmitted to third parties for any other purposes than those listed below.

We only share your data with third parties if:

- You have given your explicit consent to this in accordance with (Art. 6 Para. 1 S. 1 lit. a GDPR),
- this is necessary for the initiation and processing of contractual relationships with you (Art. 6 Para. 1 lit. b GDPR),
- there is a legal obligation to pass on (Article 6 (1) (c) GDPR),
- the disclosure is necessary to assert, exercise or defend legal claims and there is no reason to assume that you have an overriding legitimate interest in not disclosing your data (Art. 6 Para. 1 S. 1 lit.f GDPR).

In these cases, however, the scope of the transmitted data is limited to the absolute minimum.

Our data protection regulations are in accordance with the applicable data protection regulations and the data is only processed in the Federal Republic of Germany and the other states of the European Union. A transfer to third countries does not take place and is not intended.

## **3. Rights of party concerned**

Upon request, we will be happy to inform you whether and which personal data are stored about you (Art. 15 GDPR), in particular about the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to correction, deletion, restriction of processing or objection, the existence of a right to complain, the origin of your data, if we have not collected it, as well as the existence of automated decision-making including profiling.

You also have the right to correct any incorrectly collected personal data or to have incompletely collected data completed (Art. 16 GDPR).

You also have the right to demand that we restrict the processing of your data, provided that the legal requirements for this are met (Art. 18 GDPR).

You have the right to receive the personal data concerning you in a structured, common and machine-readable format or to request the transfer to another person responsible (Art. 20 GDPR).

In addition, you have the so-called "right to be forgotten", i.e. you can request that we delete your personal data, provided that the legal requirements are met (Art. 17 GDPR).

Irrespective of this, your personal data will be automatically deleted by us if the purpose of the data collection no longer applies or data processing has taken place unlawfully.

According to Art. 7 Para. 3 GDPR, you have the right to revoke your once given consent to us at any time. As a result, we are no longer allowed to continue the data processing based on this consent in the future.

You also have the right to object to the processing of your personal data at any time, provided that a right to object is provided for by law. In the event of an effective revocation, we will also automatically delete your personal data (Art. 21 GDPR).

If you would like to exercise your right of revocation or objection, an email to: [datenschutz@riebensahm-recruiting.de](mailto:datenschutz@riebensahm-recruiting.de) is sufficient.

If the data protection regulations are violated, you have Art. 77 GDPR the possibility to lodge a complaint with a supervisory authority.

#### **4. Duration of data storage**

The collected data will be stored by us as long as this is necessary for the implementation of the contracts entered into with us or for as long as you have not exercised your right to deletion or your right to data transfer to another company. Your personal data will be deleted at the latest when your professional activity is clearly terminated.

#### **5. Cookies**

We use cookies on our website. These are small text files that your browser automatically creates and that are stored on your device when you visit our website. Information is stored in the cookie that results in connection with the specific device used. However, this does not mean that we have immediate knowledge of your identity. The use of cookies initially serves to make the use of our offer more pleasant for you:

We use so-called session cookies to recognize that you have already visited individual subpages of our website. If you have registered, your password will be saved for the duration of your visit to our website and while you are changing sub-pages, so that you do not have to re-enter it every time. These session cookies are automatically deleted when you leave our website.

To optimize user-friendliness, we use temporary cookies that are stored on your device for a specific period of time. If you visit our site again to use our services, it is automatically recognized that you have already visited us and which entries and settings you have made so that you do not have to enter them again.

On the other hand, we use cookies to statistically record and evaluate the use of our website and to optimize our offer for you. These cookies enable us to automatically recognize when you visit our website again that you have already visited us. These cookies are automatically deleted after a defined period of time. The data processed by cookies are necessary for the purposes mentioned to safeguard our legitimate interests and those of third parties in accordance with Art. 6 Para. 1 S. 1 lit. f GDPR required. Most browsers accept cookies automatically. If you do not want us to recognize information about your computer, please set your internet browser so that it deletes cookies from your computer hard drive, blocks all cookies or warns you before a cookie is saved. You can find out how to delete or block cookies in the help and support area of your Internet browser. There you will find instructions on how to find the file or directory in which cookies are stored. Please note in any case that the complete deactivation of cookies may mean that you cannot use all functions of our website.

Java applets and Java script are used to provide our website. If you do not want to use these auxiliary programs or active content for security reasons, you should deactivate the corresponding setting in your browser.

## **6. Online Marketing / Analysis Tools**

The tracking measures we use are based on Art. 6 Para. 1 S. 1 lit. f GDPR, Section 15 Paragraph 3 TMG. With the tracking measures used, we want to ensure a needs-based design and continuous optimization of our website. On the other hand, we use tracking measures to statistically record the use of our website and for the purpose of evaluating and optimizing our website. These interests are to be regarded as legitimate within the meaning of the aforementioned regulation.

Google Analytics:

We use Google Analytics, a web analytics service provided by Google Inc. (<https://www.google.de/intl/de/about/>) (1600 Amphitheater Parkway, Mountain View, CA 94043, USA; hereinafter "Google"). In this context, pseudonymised usage profiles are created and cookies (see also section 5) are set. The information

generated by the cookie about your use of this website, such as browser type / version, operating system used, referrer URL (the previously visited page), host name of the accessing computer (IP address) and the time of the server request are sent to a Transferred to a Google server in the USA and stored there. The information is used to evaluate the use of the website, to compile reports on website activity and to provide other services related to website activity and internet usage for the purposes of market research and needs-based design of these websites. Our legitimate interest in data processing also lies in these purposes. The legal basis for the use of Google Analytics is § 15 Abs. 3 TMG in connection with Art. 6 Abs. 1 lit. f GDPR.

This information may also be passed on to third parties if this is required by law or if third parties process this data on behalf of us. Under no circumstances will your IP address be merged with other Google data. The IP addresses are anonymized so that an assignment is not possible (so-called IP masking). The data sent by us and linked to cookies, user IDs (e.g. user ID) or advertising IDs are automatically deleted after 14 months. The deletion of data whose retention period has expired takes place automatically once a month.

You can find more information on the terms of use and data protection of Google Analytics at <http://www.google.com/analytics/terms/de.html> or at <http://www.google.com/intl/de/analytics/privacyoverview.html>.

You can prevent the installation and storage of cookies by setting your browser software accordingly; however, we would like to point out that in this case you may not be able to use all functions of this website to their full extent.

You can also prevent the collection of the data generated by the cookie and related to your use of the website (including your IP address) and the processing of this data by Google by downloading the browser plug-in available under the following link and install <https://tools.google.com/dlpage/gaoptout?hl=de>.

As an alternative to the browser add-on, especially for browsers on mobile devices, you can also prevent Google Analytics from collecting data by clicking on the following link. An opt-out cookie will be set which prevents the future collection of your data when you visit this website: Deactivate Google Analytics. The opt-out cookie is only valid in this browser and only for our website and is stored on your device. If you delete the cookies in this browser, you will have to set the opt-out cookie again.

#### **Google AdWords / Conversion Tracking:**

We also use the online advertising program “Google AdWords” as part of Google AdWords conversion tracking. Google Conversion Tracking is an analysis service provided by Google. If you click on an ad placed by Google, a conversion tracking

cookie will be placed on your device. These cookies lose their validity after 30 days, contain no personal data and are therefore not used for personal identification. If you visit certain Internet pages on our website and the cookie has not yet expired, we and Google can see that you clicked on the ad and were forwarded to this page. Every Google AdWords customer receives a different cookie. This means that there is no way that cookies can be tracked via the websites of AdWords customers. The information that is obtained using the conversion cookie is used to generate conversion statistics for AdWords customers who have opted for conversion tracking. Here, customers find out the total number of users who clicked on their ad and were redirected to a page with a conversion tracking tag. However, they do not receive any information with which users can be personally identified. Our legitimate interest in data processing also lies in these purposes. The legal basis for the use of Google AdWords / Conversion Tracking is § 15 Abs. 3 TMG in connection with Art. 6 Abs. 1 lit. f GDPR.

If you do not want to participate in tracking, you can object to this use by preventing the installation of cookies from the domain "googleadservices.com" by setting your browser software accordingly (deactivation option). You will then not be included in the conversion tracking statistics. You can find more information and Google's data protection declaration at:

<http://www.google.com/policies/technologies/ads/>,  
<http://www.google.de/policies/privacy/>.

#### **Xing:**

Plugins from the social network XING (XING AG, Dammtorstraße 30, 20354 Hamburg, Germany) are integrated on our website. When you click the XING button on our website, a short-term connection to the XING servers is established via your browser, with which the "XING share button" functions (in particular the calculation / display of the counter value) are provided to enable your Monitor visitor behavior with regard to the "XING Share Button".

We would like to point out that, as the provider of the website, we have no knowledge of the content of the data actually transmitted or its use by XING. Further information and the latest version of the data protection declaration for the "XING Share Button" can be found at:

[https://dev.xing.com/plugins/share\\_button/privacy\\_policy](https://dev.xing.com/plugins/share_button/privacy_policy)

#### **LinkedIn:**

Plugins of the social network LinkedIn are integrated on our website. The provider is the LinkedIn Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. When you click the LinkedIn button, a connection to the LinkedIn servers is established. The content of the plugin is transmitted directly from LinkedIn to your browser,





which integrates it into the website. This will forward the information that you have visited our website to LinkedIn.

If you are logged in with your LinkedIn account, your visit to our website can be assigned directly to your profile by clicking the LinkedIn button. Even if you do not have a profile, it cannot be ruled out that your IP address will be saved by LinkedIn.

We would like to point out that, as the provider of the website, we have no knowledge of the content of the data transmitted or its use by LinkedIn. For more information on LinkedIn's privacy policy, please visit <https://www.linkedin.com/legal/privacy-policy>.

## 7. Data security

We endeavour to take all necessary technical and organisational security measures to store your personal data in such a way that they are neither accessible to third parties nor to the public. If you want to contact us by e-mail, we would like to point out that the confidentiality of the information transmitted cannot be fully guaranteed with this communication channel. We therefore recommend that you only send us confidential information by post.

Current status and changes to this data protection declaration: This confidentiality and privacy agreement is currently valid.

Due to the further development of our website and offers on it or due to changed legal or official requirements, it may be necessary to change this data protection declaration. You can call up the current confidentiality and privacy agreement at any time on the website under "Privacy agreement" or simply download and print it by clicking on the PDF button.

Name and contact details of the person responsible for processing

This confidentiality and privacy agreement information applies to data processing by: Dr. Jochen Riebensahm, Christian Boehnert, Stefano Pettinella, Thomas Bliesener and Michael Witt

### **Riebensahm - Agribusiness Recruiting**

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