

data protection concept

theyfe GmbH

Your Future Europa GmbH Robert-Henseling-Str. 1131789 Hamelin
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§ 0 preamble

yfe GmbH is a recruitment company and places medical staff from Kosovo, Serbia, Bosnia and Macedonia. Trust is very important to us, because everyone who works with us can be sure of our loyalty, reliability and the protection of their data.

The data protection concept pursues the goal of clearly presenting all data protection-related measures and serving as the basis for all further data protection measures. The data protection concept ensures compliance with data protection in the company and serves as proof of compliance.

§ 1 scope

This guideline regulates data protection-compliant information processing and the corresponding responsibilities in the company. All employees are obliged to comply with this policy.

They are aimed in particular at:

- Managing directors
- Deputy Management
- The financial accounting

- Office employees
- The recruiters abroad and domestic

§ 2 Principles and Responsibilities

The principles of yfe GmbH correspond to the GDPR. Which ones are specified below Personal and special personal data can be viewed by external parties and who is responsible for them.

- We are committed to fair and ethical recruitment and placement practices. We act responsibly, because our motto is "Responsible action can only be taken by those who are aware of their responsibility" and we are aware that our thoughts and actions have an impact on our nursing staff, our customers and our company. Compliance with law and order with the special requirements for ethical behavior is particularly present.
- In order to ensure that all data is managed and processed in accordance with the GDPR, basic data protection objectives have been recorded:
 - No personal data will be passed on to anyone else
 - The data will only be processed with written consent
 - The data is updated by the data protection officer in the event of changes
- In order to ensure that the data protection concept is updated in the event of changes to the GDPR, the data protection officer confirms his consent in writing. The data protection officer ensures that the responsible body adheres to the data protection concept for Personal and special personal data holds.

§ 3 definitions of terms

- (1) **Personal Data** are individual details about personal or factual circumstances of a natural person (data subject). Examples: last name, first name, birthday, address data, order data, e-mail content.

- (2) **Special personal data are** Information about racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sex life.
- (3) **The responsible body** is any person or body that collects, processes or uses personal data for itself or has this done by others on behalf of others.

§ 4 documentation

- The data protection officer ensures that all declarations on data protection regulations are available and managed. These declarations are only recorded in writing.
- The data protection officer is responsible for regular internal and external reviews of the data protection regulations.

§ 5 Processing of personal data and Hardware and software guidelines

Personal data will be CRM system (customer relationship management (= customer management system)) entered and stored. The access data is only released to the data protection officer.

The data protection officer is responsible for the procurement of hardware and software and permits private use of it.

§ 6 overviews and documents

- Consent to the data protection declaration of all employees of yfe GmbH
- Consent to the data protection declaration of the data protection officer
- Acceptance of the data protection declaration of the managing director

§ 7 Data Protection Officer

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