



Information on Data Protection

Lufthansa Industry Solutions Shpk
„Italia” Square, Arena Center, Entrance D, 4th Floor,
Tirana, Albania

29.01.2021

The following information on data protection reflects the increased transparency requirements under the Albanian Law No. 9887 dated 10.03.2008, “On the Protection of Personal Data”, Instruction No. 42 dated 22.07.2014, “On personal data processing of job applicants” and EU General Data Protection Regulation (GDPR).

Who is the controller?

In the following paragraphs, we, Lufthansa Industry Solutions Ltd, a legal entity established in accordance with Albanian legislation with TIN No. L71513046P, (hereinafter also referred to as “LHIND”, “we”, “us”, the Controller), are providing information on the processing of your personal data when you use the website lhind.al.

Whom can I contact?

If you have any questions on data protection in connection with the website or the services offered on it, feel free to contact the Controller Data Protection Officer: Ms. Liridona Cani (Raza)
Email address: liridona.raza.cani@lhind.dlh.de
Mailing address: Italia Square, Arena Center, Entrance D, 4th Floor, Tirana,

How do we process your data?

Your personal data are initially processed in Germany by Lufthansa Industry Solution GmbH & Co. KG (hereinafter also referred to as “the Processor”), a legal entity established in accordance with German legislation with TIN No. HRB 3688 NO which transfer the data later on to the Controller. Lufthansa Industry Solution GmbH & Co. KG process the data for the same duration applied by the Controller.

If you have questions about the data processing procedure from the Processor you can contact the Controller Data Protection Officer Ms. Liridona Cani (Raza), or the Processor Data Protection Team:
E-Mail: datenschutz@dlh.de
Mailing address: Information Office, Schützenwall 1, D-22844 Norderstedt, Germany

For what purposes do we process your data and on what legal basis?

We process personal data in keeping with the provisions of the Law No. 9887 dated 10.03.2008, “On the Protection of Personal Data” and Instruction No. 42 dated 22.07.2014, “On personal data processing of job applicants”.

We process your data based on your consent under (a) of Article 6 (1) Law No. 9887 dated 10.03.2008, “On the Protection of Personal Data” and under (a) of Article 6 (1) GDPR, for specific purposes, especially:

- for purposes of evaluating your suitability for employment;
- for contracting you;
- for contacting you;

The personal data will be maintained and processed on a voluntary base and not due to a requirement defined by law or sub-legal acts.

Consent can be withdrawn at any time. A withdrawal of consent has prospective effect only and does not affect the lawfulness of the data processing until the date of withdrawal.

The documented data shall not be used for different reasons, which are not compliant with the purpose of collection.

What personal data are you obligated to provide?

We have marked the input fields in the input forms on the website that are mandatory in order to enable us to evaluate your suitability for employment or enter into a contract with you.

When you give consent, the following data from the input form is sent to us and processed:

- First name
- Last name
- Title (optional)
- Email address
- Telephone (optional)
- Company Name
- Position (optional)

Your consent for processing data is obtained during the registration process, at which time this data privacy statement is brought to the user's attention.

No data is shared with third parties in connection with the processing of the input form data. The data is used exclusively for purposes of evaluating your suitability for employment and for contracting you.

How long is your data stored?

Your personal data is deleted once it is no longer required for the purposes specified, but not for a longer duration of a two (2) year period.

What data protection rights do you have?

LHIND considers it important to make the procedures for processing data fair and transparent. We therefore firmly believe that affected persons should be able to exercise *inter alia* the following rights:

- Right of access, Article 12 Law No. 9887 dated 10.03.2008, "On the Protection of Personal Data" and Article 15 of GDPR;
- The right to request blocking, rectification and erasure, Article 13 Law No. 9887 dated 10.03.2008, "On the Protection of Personal Data" and Articles 16 and 17 of GDPR;
- The right to refuse, Article 15 Law No. 9887 dated 10.03.2008, "On the Protection of Personal Data" and Article 21 of GDPR;

- The right to complain, Article 16 Law No. 9887 dated 10.03.2008, “On the Protection of Personal Data” and Articles 77, 78 and 79 of GDPR;
- Right to Compensation of the damage, Article 17 Law No. 9887 dated 10.03.2008, “On the Protection of Personal Data” and Article 82 of GDPR;

To exercise these rights, you can contact us by email to Data Protection Officer, Ms. Liridona Cani (Raza).

We will need the following information for identification purposes:

- First Name
- Last Name
- E-mail address
- Copy of your identity card

When you send us a copy of your identity card, please blank out everything except the first name and last name.

Please note that in order to handle your request as well as for identification purposes, we will process your personal data in accordance with (a) and (ç) of Article 6 (1) Law No. 9887 dated 10.03.2008, “On the Protection of Personal Data” and (c) of Article 6 (1) GDPR.

How can you withdraw consent?

If you have given us consent to process your personal data, please note that you can withdraw your consent at any time.

If you have given us your consent on this website and wish to withdraw your consent, please contact us any time by sending an email to Data Protection Officer, Ms. Liridona Cani (Raza).

Please note that a withdrawal of consent has prospective effect only and does not affect the lawfulness of any processing performed in the past.

Information on your right to access

Every data subject is entitled to obtain free of charge from the controller upon his written request:

- a) confirmation whether or not his personal data are being processed, information on the purposes of processing, the categories of processed data and the recipients or categories of recipients to whom personal data are disclosed;
- b) communication to him in a comprehensible form of the data undergoing processing and of any available information as to their source;

The information about the data shall be communicated in the form they were at the time when the request was made. Within 30 days upon receipt of the request, the controller informs the data subject or explains the reasons why the information cannot be provided. If access is denied on arguments of violation of national security interests, foreign policy, economic and financial interests of the state, prevention and prosecution of criminal offences or of the freedom of speech and information or press freedom, the data subject may require from the

Commissioner to check on the exemption for the concrete case. The Commissioner shall inform the data subject about the undertaken measures.

Information on your right to request blocking, rectification and erasure

Every data subject has the right to request blocking, rectification or erasure of his data, free of charge whenever he is informed that data relating to him are irregular, untrue, and incomplete or have been processed and collected in contradiction with the provisions of the law.

Within 30 days from receipt of the data subject request, the controller shall notify the data subject on the lawful processing of the data, whether the blocking, rectification or erasure has been carried out or not. The controller informs the recipient of personal data on the rectification or erasure of the personal data transmitted before the rectification or erasure.

When the controller does not carry out the blocking, rectification or erasure of the data requested, the data subject has the right to file a complaint with the Commissioner.

Upon its own initiative, the controller shall carry out the blocking, rectification or erasure of personal data, when it ascertains that personal data are inaccurate, untrue, and incomplete or have been processed in contradiction with the provisions of the law.

Information on your right to complain and on compensation of the damage

Every person who claims that his rights, freedoms and legal interests concerning his personal data have been violated shall have the right to complain or to notify the Commissioner and to request his intervention to remedy the infringed right. Following this complaint, in accordance with the Code of Civil Procedure, the data subject may file a complaint in court.

When the data subject has filed a complaint, the controller shall have no right to make any changes to the personal data until a final decision ruled.

Everyone who has suffered damage due to an unlawful processing of personal data is entitled to compensation, pursuant to the rules defined by the Civil Code.

Disclaimer and limits of these data protection instructions

These data protection instructions address only processing on this website. Other websites are not covered by these data protection instructions; these provide their own specific data protection instructions.