

Data protection information for applicants

1. purposes and legal basis on which we process your data

We process personal data in accordance with the provisions of the General Data Protection Regulation (DSGVO/GDPR), the Federal Data Protection Act (BDSG) and other applicable data protection regulations. Details in the following. Further details or additions to the purposes of data processing can be found in the respective contract documents, forms, a declaration of consent and other information provided to you.

1.1 Purposes for the fulfilment of a contract or pre-contractual measures (Art. 6 para. 1 b DSGVO)

Your personal data will be processed in order to process your application in response to a specific job advertisement or as a speculative application, and in this context in particular for the following purposes: examination and assessment of your suitability for the position to be filled, assessment of performance and conduct to the extent permitted by law, registration and authentication for application via our website, if applicable; for the preparation of the employment contract, verifiability of transactions, orders and other agreements as well as for quality control through appropriate documentation, measures for the fulfilment of general duties of care, statistical evaluations for corporate management, travel and event management, travel booking and travel expense accounting, authorization and identification management, cost recording and controlling, reporting, internal and external communication, accounting and tax evaluation of operational services (e.g. canteen meals), billing via company credit card, occupational health and safety, contract-related communication (including arranging appointments) with you, assertion of legal claims and defence in legal disputes; ensuring IT security (including system or plausibility tests) and general security, including building and plant security, securing and exercising of the right to own the building through appropriate measures and, if necessary, through video surveillance to protect third parties and our employees and to prevent and secure evidence in the event of criminal offences; ensuring the integrity, prevention and clarification of criminal offences; authenticity and availability of data, control by supervisory bodies or control authorities (e.g. auditing).

1.2 Purposes within the scope of a legitimate interest of us or third parties (Art. 6 para. 1 f DSGVO)

Beyond the actual fulfilment of the (preliminary) contract, we may process your data if necessary to protect the legitimate interests of us or third parties. Your data will only be processed if and to the extent that there are no overriding interests on your part that would prevent such processing, in particular for the following purposes: measures for the further development of existing systems, processes and services; comparison with European and international anti-terrorist lists to the extent that this goes beyond the legal obligations; enrichment of our data, and the provision of information to third parties. a. by using or researching publicly available data to the extent necessary; benchmarking; developing scoring systems or automated decision-making processes; building and plant security (e.g. through access controls and video surveillance) to the extent that they go beyond the general duty of care; internal and external investigations, security checks;

1.3 Purposes within the scope of your consent (Art. 6 para. 1 a DSGVO)

Your personal data may also be processed for certain purposes (e.g. obtaining references from previous employers or using your data for subsequent vacancies) with your consent. As a rule, you can revoke this consent at any time. You will be informed separately about the purposes and the consequences of a revocation or refusal of consent in the corresponding text of the consent. In principle, the revocation of a consent is only effective for the future. Processing that took place before the revocation is not affected and remains lawful.

1.4 Purposes to meet legal requirements (Art. 6 para. 1 c DSGVO) or in the public interest (Art. 6 para. 1 e DSGVO)

Like everyone who is involved in the economic process, we are also subject to a large number of legal obligations. Primarily these are legal requirements (e.g. Works Constitution Act, Social Security Code, commercial and tax laws), but also, where applicable, regulatory or other official requirements (e.g. employers' liability insurance association). The purposes of the processing may include identity and age verification, fraud and money laundering prevention (e.g. comparison with European and international anti-terrorist lists), company health management, ensuring occupational safety, compliance with tax law control and reporting obligations, and the archiving of data for data protection and data security purposes as well as for the purposes of verification by tax advisors/auditors, tax and other authorities. Furthermore, the disclosure of personal data may become necessary within the scope of official/judicial measures for the purpose of gathering evidence, criminal prosecution or the enforcement of civil law claims

2. Categories of data processed by us, if we do not receive data directly from you, and their origin

Insofar as this is necessary for the contractual relationship with you and the application you have submitted, we may process data that we have received from other agencies or other third parties in a permissible manner. In addition, we process personal data which we have permissibly obtained, received or acquired from publicly accessible sources (such as commercial and association registers, register of residents, press, Internet and other media), insofar as this is necessary and we are permitted to process this data in accordance with the statutory provisions.

Relevant categories of personal data may be in particular, if applicable:

- Address and contact data (registration and comparable data, such as e-mail address and telephone number)
- Information about you on the Internet or social networks
- Video data (especially if you provide us with video data as part of your application or, limited to video data, as part of general video surveillance of our premises)

3. Recipients or categories of recipients of your data

Within our company, those internal positions or organisational units receive your data which require them to fulfil our contractual and legal obligations (such as managers and specialist staff who are looking for a new employee or who participate in the decision on filling a position, accounting, works council etc.) or within the scope of processing and implementing our legitimate interests.

Your data will only be passed on to external parties

- for purposes for which we are obliged (e.g. tax authorities) or entitled to disclose, report or transfer data in order to comply with legal requirements, or where the disclosure of data is in the public interest (see section 2.4);
- insofar as external service providers process data on our behalf as contract processors or function providers (e.g. credit institutions, external computer centres, travel agencies/travel management, printing works or companies for data disposal, courier services, post, logistics);
- on the basis of our legitimate interest or the legitimate interest of the third party for purposes within the scope of the purposes mentioned in section 2.2 (e.g. to authorities, credit agencies, lawyers, courts, experts, companies belonging to the Group and committees and controlling bodies);
- if you have given us your consent to transfer your data to third parties.

We will not pass on your data to third parties beyond this unless we inform you separately. If we commission service providers within the scope of order processing, your data will be subject to the security standards we have specified in order to adequately protect your data. In all other cases, the recipients may only use the data for the purposes for which it was transmitted to them.

4. Duration of the storage of your data

We process and store your data in principle for the duration of your application. This also includes the initiation of a contract (pre-contractual legal relationship).

In addition, we are subject to various storage and documentation obligations arising from the German Commercial Code (HGB) and the German Fiscal Code (AO), among others. The periods of retention or documentation stipulated there are up to ten years after the end of the contractual relationship or the pre-contractual legal relationship.

Your application documents will be returned to you in the original after six months if you are not hired, provided that you have submitted your application in paper form. Digital data will be deleted accordingly after six months. If we want to store your data for longer for subsequent vacancies or if you have placed your data in an applicant pool, the data will be deleted at a later date; details will be communicated to you in connection with the relevant process. If the data is no longer required for the fulfilment of contractual or legal obligations and rights, it will be regularly deleted, unless its - temporary - further processing is necessary for the fulfilment of the purposes listed under item 1.2 for an overriding legitimate interest of our company. Such an overriding legitimate interest exists, for example, if deletion is not possible or only possible with a disproportionately high effort due to the special type of storage. In such cases, we may store your data for a period agreed with the purposes and, if necessary, use it to a limited extent even after termination of our contractual relationship. As a matter of principle, in these cases a restriction of processing takes the place of deletion. In other words, the data will be blocked against the usual use by appropriate measures.

5. Processing of your data in a third country or by an international organisation

Data is transferred to countries outside the European Economic Area EU/EEA (so-called third countries) if it should be necessary for the execution of a contractual obligation towards you (e.g. application for a job abroad), or if it is in the scope of a legitimate interest of us or a third party or if you have given us your consent.

The processing of your data in a third country may also take place in connection with the use of service providers in the context of order processing. If no decision of the EU Commission on an adequate level of data protection exists for the country in question, we will ensure that your rights and freedoms are adequately protected and guaranteed in accordance with EU data protection regulations by means of appropriate agreements. Information on the appropriate or adequate safeguards and the possibility of how and where to obtain a copy of them can be obtained on request from the company's data protection officer or the human resources department responsible for you.

6. Your data protection rights

Under certain conditions you can assert your data protection rights against us

Every data subject has the right of access under Art. 15 DSGVO, the right of rectification under Art. 16 DSGVO, the right of deletion under Art. 17 DSGVO, the right to restrict processing under Art. 18 DSGVO and the right to data transferability under Art. 20 DSGVO. In the case of the right to information and the right of deletion, the restrictions under Articles 34 and 35 BDSG apply. In addition, there is a right of appeal to a data protection supervisory authority (Art. 77 DSGVO in conjunction with Art. 19 BDSG).

If possible, your requests concerning the exercise of your rights should be addressed in writing to the above address or directly to our data protection officer.

7. Scope of your obligations to provide us with your data

You only need to provide the data that is necessary for the processing of your application or for a pre-contractual relationship with us or that we are legally obliged to collect. Without this data we will generally not be able to continue the application and selection process. If we request additional data from you, you will be informed separately about the voluntary nature of the information.

3. Recipients or categories of recipients of your data

Within our company, those internal positions or organisational units receive your data which require them to fulfil our

8. Existence of automated decision-making in individual cases (including profiling)

We do not use purely automated decision-making procedures in accordance with Article 22 DSGVO. If we do use such a procedure in individual cases in the future, we will inform you separately, provided this is required by law.

Information about your right of objection Art. 21 DSGVO

1. you have the right to object at any time to the processing of your data, which is carried out on the basis of Art. 6 para. 1 f DSGVO (data processing based on a balancing of interests) or Art. 6 para. 1 e DSGVO (data processing in the public interest) However, the prerequisite for your objection is that there are grounds for your objection that arise from your particular personal situation. This also applies to profiling based on this provision within the meaning of Art. 4 No. 4 DSGVO.

If you lodge an objection, we will no longer process your personal data unless we can prove compelling reasons for processing that are worthy of protection and outweigh your interests, rights and freedoms, or unless the processing serves to assert, exercise or defend legal claims.

You can of course withdraw your application at any time.

2. We do not intend to use your personal data for the purposes of direct advertising. Nevertheless, we have to inform you that you have the right to object to advertising at any time; this also applies to profiling, insofar as it is related to such direct advertising. We will take this objection into account for the future.

Our information on data protection regarding our data processing in accordance with articles (art.) 13, 14 and 21 of the DSGVO may change from time to time. We will publish all changes on this page. Older versions will be made available to you for inspection in an archive.