

Our duty to provide information on the processing of applicant data in accordance with Art. 13 GDPR

This Privacy Notice informs you about the processing of your personal data by us.

Summary

- We use your data exclusively for the purpose of the application.
- During the application process, there are clear rights of access which ensure that only the person in charge and the person making the hiring decision will see your application documents.
- We will only forward your application, for example, for further job offers in our company, if we have received your consent.
- We will only include you in our pool of applicants for the purpose of filling future vacancies after you have given your consent.
- If your application is unsuccessful, your documents will be deleted after six months.
- If your application is successful, we will transfer relevant data to your personnel file.

Data protection of applicant data

According to Art. 4 (1) GDPR, your personal data include all information that relates or can be related to your person, in particular by reference to an identifier such as your name, or to an applicant number with which you can be identified within the company.

Personal information and personal data

Your application will provide us with information (both in paper and digital format). This includes the data that you provide to us in the course of your application, such as the personal details that you transmit to us, for example:

- Name
- Address
- Date of birth
- Birthplace
- Information on education, vocational training, further training and qualifications
- Testimonials

Purposes of collection and processing

We collect, process and use your personal data exclusively for the purpose of the application (= initiation of an employment relationship).

Your data will only be processed for purposes other than those mentioned above if these processing operations are permissible and compatible with the original purposes in accordance with Art. 6 (4) GDPR. We will inform you about these processing operations prior to any such further processing of your data.

Your data protection rights

You have a right to information about the personal data stored about you, about the purposes of processing, about any transfers to other bodies, and about the duration of storage.

You may also obtain extracts or copies in order to exercise your right of access. If data is incorrect or no longer necessary for the purposes for which it was collected, you may request that it be corrected, erased or restricted from processing. Where provided for in the processing procedures, you may also consult your data yourself and correct them if necessary.

If your particular personal situation gives rise to grounds for objecting to the processing of your personal data, you may, insofar as the processing is based on a legitimate interest, exercise your right to object to the

processing of your personal data. In such a case, we will only process your data if there are special compelling interests in doing so.

If you have any questions about your rights and how to exercise them, please contact Human Resources or the Data Protection Officer.

Legal basis for the processing of your personal data

Your data are necessary for the implementation of pre-contractual measures (Art. 6 (1) (b) GDPR). This means that we need and therefore process your data for the purpose of a possible recruitment.

In individual cases, we may obtain your consent to the processing or transfer of your data. This can be, for example, if your application is kept for a longer period of time or if your application is considered for another position within our company. Your consent in these cases is voluntary and can be revoked by you for the future at any time.

Transmission of your personal information

Your data will not be transmitted to external parties.

Body responsible for the processing of your personal data

Unless otherwise contractually agreed, the body responsible for the collection, processing, and use of your personal data is

Coprotec Systeme GmbH
Im Wang 1
87634 Obergrünzburg
Germany

Applicant data is stored and processed in personnel data processing systems. The technical installation uses the latest technology and systems and is designed in such a way that only a narrowly defined group of specially authorised persons is entitled to access the data and that any other access or other knowledge of the data is excluded.

Complaints about the processing of your personal data

If you have any concerns or a question about the processing of your personal data and information, you can contact the Human Resources Department. However, you can also contact the data protection officer or a data protection supervisory authority using the contact details below.

Datenschutzkanzlei Lenz GmbH & Co. KG
Bahnhofstraße 50, D-87435 Kempten
Phone: +49 831 930653-00
Email: lenz@deutsche-datenschutzkanzlei.de

Retention period

Your personal data will only be stored for as long as knowledge of the data is required for the purposes of the employment relationship or the purposes for which the data was collected, or for as long as legal or contractual retention requirements exist.

If a contractual relationship does not come about, we keep your application data for 6 months for the purposes of verifiability in accordance with the German General Act on Equal Treatment (AGG).

If a contractual relationship (=employment) is established, we will transfer the necessary information to the personnel file.