

Information on the collection of personal data according to Art. 13 GDPR

With the following information, we would like to give you an overview of the collection, processing and use of your personal data as **part of the application process** and your rights under data protection law. Which data is processed in detail and how it is used depends largely on the specific scope of the application.

§ 1 Contact details

Controller:

DBK David + Baader GmbH
Nordring 26
D-76761 Rülzheim
Tel.: +49-(0)7272 7704 - 10
E-Mail:
Datenschutzbeauftragter@dbk-group.com

Competent data protection supervisory authority:

Der Landesbeauftragte für den
Datenschutz und die Informationsfreiheit
Rheinland-Pfalz
Postfach 30 40
55020 Mainz

E-Mail: poststelle@datenschutz.rlp.de

Data Protection Officer:

CTM-COM GmbH
Marienburgstraße 27
64297 Darmstadt
Tel.: +49 6151 3942-72
E-Mail: datenschutz@ctm-com.de

Other Controller:

DBK EMS GmbH & Co. KG
Nordring 26
D-76761 Rülzheim
Tel.: +49-(0)7272 7704 - 10
E-Mail:
Datenschutzbeauftragter@dbk-group.com

§ 2 Information on the processing of personal data:

(1) Purpose of the processing of your personal data and the legal basis for the processing

We process your personal data for the purpose of establishing an employment relationship in compliance with Art. 6 (1) sentence 1 lit. b GDPR. The processing is carried out solely for the purpose of assessing your suitability, ability and professional performance with regard to the position for which you are applying.

We also process your personal data for certain purposes (e.g. for longer storage) if you have given us your consent to data processing within the meaning of Art. 6 Para. 1 S. 1 lit. a GDPR in conjunction with Art. 7 GDPR.

If applicable, we are obliged to process your personal data pursuant to Art. 6 para. 1 sentence 1 lit. c GDPR. There may be various legal obligations in this regard (e.g. obligations under the German Commercial Code; the German Fiscal Code; to store tax-relevant data; under the German Social Security Code; under the General Equal Treatment Act; or other relevant regulations).

(2) The following categories of data are collected:

We process personal data that we receive from you as part of the application process, e.g. through letters of application, CVs, references, correspondence, telephone or verbal information.

The following categories of data may be affected:

- Personal details (surname, first name, date of birth)
- Address data (address, place of residence)
- Contact details (telephone no., e-mail address)
- Application data (cover letter, references, CV)
- Special personal data (health data such as illnesses and disabilities) if these are provided by you voluntarily

(3) Recipients or categories of recipients of the data:

Your data is first accessed by our HR department and accounting department, but also by the specialist department of the job for which you have applied. Our administrators and order processors have the technically necessary possibility to access data processed by means of IT. They are strictly bound by our instructions and may not process the data for their own purposes.

Processor used by us (Art. 28 GDPR): BITE GmbH, for the provision of the online applicant portal. Processors are carefully selected by us.

In certain cases, we may need to disclose your personal information to third parties, such as our bank if you receive a reimbursement or the post office if we communicate with you by letter.

Furthermore, third parties may receive data for certain purposes if this is required by law as part of your application (e.g. notification to the Federal Employment Agency).

If data is transferred to countries outside the European Union (so-called third countries), we ensure before the transfer that the data transfer is either covered by a legal authorisation, guarantees exist for an appropriate level of data protection with regard to the data transfers (e.g. through the agreement of contractual guarantees, officially recognised regulations or binding internal data protection regulations at the recipient) or you have given your consent to the data transfer.

(4) Duration of data storage

Your personal data will be stored for as long as is necessary to fulfil our contractual and legal obligations in the application process. In the event of a successful application, your personal data will be placed in your personnel file and used to implement and terminate the employment relationship.

If we are currently unable to offer you employment, we will continue to process your data on the basis of our legitimate interests pursuant to Art. 6 (1) sentence 1 lit. f GDPR for up to **six months** after sending the rejection in order to defend ourselves against any legal claims.

In the event of your consent to the storage of your data beyond the prescribed duration, the duration may be correspondingly longer (**max. two years**).

If the data is no longer required for the fulfilment of contractual or legal obligations, it will be deleted, unless storage is required due to legal retention periods (e.g. for the fulfilment of commercial and tax retention periods of **ten years**).

§ 3 Your rights as a data subject:

As a data subject of this data processing, you have the following rights which you can exercise against us and/or our service providers:

- Right to information,
- Right to rectification or erasure,
- Right to restriction of processing,
- Right to object to processing,
- Right to data portability.

You are welcome to contact the e-mail address Datenschutzbeauftragter@dbk-group.com to exercise your data protection rights.

You have the right to complain to the competent supervisory authority (see above) in the event of a data protection breach or the suspicion of a data protection breach.

§ 4 Reason for providing your data and possible consequences of not providing it

You are not obliged to provide us with personal data. However, we can only assess your suitability, aptitude and professional performance with regard to the position applied for if we receive information about your education, work experience and skills. We cannot include you in the application process without providing your contact details.

§ 5 Revocation of consent

You have the right to revoke any data protection consent you have given to our company at any time. If you revoke your consent, the lawfulness of the processing carried out on the basis of this consent until the revocation is not affected.

You are welcome to contact the e-mail address Datenschutzbeauftragter@dbk-group.com to withdraw your consent.

§ 6 Note

This information obligation is valid in its current version. Due to changes in legal or official requirements, it may become necessary to adapt this information.

This letter is for your information only. You do not have to take any action. If you have any questions, comments or suggestions regarding this information letter or our handling of data protection, please contact our data protection officer (see above).