

### **Information about processing of personal data for applicants**

We appreciate your application in our company.  
Conformable to article 13, 14 EU General Data Protection Regulation (EU DS-GVO) we inform you about the processing of your personal data by us as well as your rights resulting from this process in the following.

#### **1. Name and contact details of the person in charge**

Franz Ziel GmbH, Raiffeisenstraße 33, 48727 Billerbeck  
Phone: 02543 / 23350  
E-mail: bewerbung@ziel-gmbh.com

#### **2. Contact details of the data protection officer**

DSB Münster GmbH, Martin-Luther-King-Weg 42-44, 48155 Münster  
Phone: 0251 / 71879-110  
E-mail: datenschutz@ziel-gmbh.com

#### **3. Purpose and legal basis for processing of personal data**

We handle data provided with your application in order to examine your aptitude for the available position and execute the application procedure.

Legal basis for processing your personal data within this application procedure is primarily §26 BDSG. According to this, processing of data required for the decision about formation of an employment relationship is admissible.

Furthermore we are allowed to process your personal data insofar as it is necessary for protection against legal claims being pleaded against us in connection with the application procedure. Legal foundation here is Art. 6 Abs. 1 lit f. DS-GVO; the legitimate interest is for example onus of proof in a procedure according to the General Act on Equal Treatment "Allgemeines Gleichbehandlungsgesetz" (AGG). Should there be demand for long-term storage (i.e. due to other vacancies or soon to become vacant positions) this will only be carried out on basis of your written consent (conformable to Art. 6 Abs. 1 lit. a DS-GVO).

In case special types of personal data in the sense of Art. 9 Abs. 1 DS-GVO are transmitted on a voluntarily basis within the scope of the application procedure, these will be processed additionally according to Art. 9 Abs. 2 lit. b DS-GVO (e.g. disabled person status). As far as within the scope of the application process special types of personal data in accordance with Art. 9 Abs. 1 DS-GVO are requested, their processing will be additionally executed in accordance with Art. 9 Abs. 2 lit. DS-GVO (e.g. health data, if these are required for exercise of a profession).

#### **4. Sources and categories of processed personal data**

We process personal data made available to us by applicants or recruiters within the scope of application processes, especially personal master data (name, address and further contact data, date and place of birth, citizenship), bank details (for reimbursement of travel expenses), qualification documents (e.g. credentials, evaluations and other certificates of training/apprenticeship), IP addresses and photographs.

## **5. Addressees or categories of addressees of personal data**

Applicants can make their documents available by means of an online form on our website. Data will be processed encrypted in accordance with the state of technology. Furthermore, applicants can transmit their files via email. Please be aware that emails cannot be sent encrypted and applicants need to take care of an appropriate encoding themselves. Consequently we do not assume responsibility for the transmission between sender and receipt on our server and thus recommend use of an online form or dispatch by letter post.

After receipt of your application your data will be examined by the personnel department. Eligible applications will be forwarded internally to the respective persons in charge for the particular post. Within the corporation your data can basically only be accessed by staff members who require the information in order to safeguard a duly course of the application procedure.

Furthermore, personal data are being processed on our behalf based on contracts pursuant to Art. 28 DS-GVO (order processing), particularly for providers of cloud solutions and application management systems. Within the scope of the application procedure recruitment agencies could be hired if necessary. All service providers are subject to an obligation of handling your data confidentially.

## **6. Transmission into a third country (outside of EU/EEA) or an international organisation**

Transmission to a third country is not intended.

## **7. Duration of data storage and definition of this period**

In case of a refusal, your data will be deleted after a period of 6 months.

Provided you have given us your consent to further storage we will resume your data into our applicants' data base. Data saved there will be deleted after 12 months.

If we offer you a position within the application procedure your personal data will be transferred from our applicants' data base into the personnel data base.

**In addition to the aforementioned information please find an overview of miscellaneous data privacy laws hereafter:**

- Right of access to respective personal data (Art. 15 DS-GVO)
- Right to rectification (Art. 16 DS-GVO), erasure (Art. 17 DS-GVO) and restriction of processing (Art. 18 DS-GVO)
- Right of objection against processing (Art. 21 DS-GVO)
- Right to data portability (Art. 20 DS-GVO)
- Right to withdraw consent at all times without affecting lawfulness of all data processing occurred conformable to consent until withdrawal (Art. 7 Sec. 3 DS-GVO)
- Right to lodge a complaint with a supervisory authority (Art. 77 DS-GVO)
- Right to information if provision of personal data is legally or contractually mandatory or necessary for the conclusion of a contract and right to information if the person concerned is obliged to provide these personal data and which would be possible consequences in case of a non-provision.

### **Is there an obligation to provide data ?**

Within the scope of the application procedure you only have to provide data necessary for this process. There is no obligation to make data available. Without data, we will usually not be able to carry out the application process and can consequently not come to a decision regarding justification of an employment relationship.

### **Separate information regarding your right of objection in accordance with Artikel 21 DS-GVO**

Pursuant to Art. 21 Abs. 1 DS-GVO you have the right to file an objection against processing of your data taking place because of Artikel 6 Abs. 1 lit, DS-GVO, due to reasons resulting from your particular situation.

Should you file an objection, we will not continue processing your data unless we can proof compelling, worthy of protection reasons for processing, which predominate your interests, rights and liberties or if processing serves assertion, execution or defence of legal claims.

Should you wish to make use of your right of objection, notification in written form shall be sufficient. You can contact us via letter post, fax or email.