

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 Art. 6 para. 1 lit. b GDPR. 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. GS-DVO; 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. inclusion into the applicant or talent pool) this will only be carried out on basis of your written consent (conformable to Art. 6 Abs. 1 lit. a DS-GVO). The same applies to the transfer of your application data to other companies in our group.

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, respectively by social media or internet researches, especially personal master data (name, address and further contact data, date and place of birth, citizenship), bank details (for reimbursement of travel expenses), data given in CVs and 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. Alternatively, attachments to your emails can be encrypted and the password given to us by telephone.

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.

We may transfer your personal data to companies affiliated with us insofar as this is permitted within the scope of the purposes and legal bases set out in section 3. Furthermore, personal data are being processed on our behalf based on contracts pursuant to Art. 28 GDPR (order processing), for providers of IT and cloud services as well as applicant management systems and software. 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.

Otherwise, data will only be passed on to recipients outside the company if legal provisions permit or require this, if the transfer is necessary to fulfil legal obligations or if we have your consent.

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

Should no employment relationship be established following your application, we will retain applicant data for a maximum of six months from notification of the rejection decision onwards so that we can answer any follow-up questions about the application and meet our obligations to provide evidence under the General Equal Treatment Act (AGG). This does not apply if statutory provisions prevent deletion (e.g. archiving of travel expense reimbursements in accordance with the tax law requirements of up to 8 years), should further storage be necessary for the purpose of providing evidence or if you have expressly consented to longer storage. Should you have consented to your personal data being stored for a longer period, we will transfer your data to our applicant pool. From there, the data will principally be deleted after one year.

Should you be accepted for a position in the course of the application process, only and exclusively the required data will be transferred from the applicant data system to our personnel data system. The remaining data from the selection process will be deleted or returned.

In addition to the aforementioned information please find an overview of your further data protection rights hereafter:

- Right to information about the personal data concerned (Article 15 GDPR)
- Right to rectification (Article 16 GDPR), erasure (Article 17 GDPR) and restriction of processing (Article 18 GDPR)
- Right to object to processing (Article 21 GDPR)
- Right to data portability (Article 20 GDPR)
- Right to withdraw consent at any time without affecting the lawfulness of processing carried out on the basis of the consent until its withdrawal (Article 7 (3) GDPR)
- Right to lodge a complaint with a supervisory authority (Article 77 GDPR)

The decision regarding your application is not solely based on automated processing. Therefore, no automated decision is made in individual cases within the meaning of Art. 22 GDPR.

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 prove 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 or contact the data officer or our data protection team by email using the contact details shown above.