

Data protection information for applicants

in accordance with Art. 13 and 14 of the General Data Protection Regulation (GDPR)

Data protection is important to us. The following information explains how we use your personal data and outlines your rights.

1. Entity responsible for data processing and contact person

Holder GmbH Oberflächentechnik
Maria-Merian-Straße 1
73230 Kirchheim/Teck, Germany

CEO: Jochen Holder

Phone : +49 (0) 7021 / 57 04-0

E-Mail: info@holder-oft.de

2. Contact details of the Data Protection Officer (DPO)

The nominated DPO of our company will be available to you answering any question regarding data processing of your personal data.

Bernd Knecht
Rotdornweg 7
73230 Kirchheim/Teck, Germany

Phone : +49 (0) 7021 / 487 628

E-Mail : datenschutzbeauftragter@holder-oft.de

3. Purpose and legal basis on which we process personal data

We process all personal data in accordance with the provisions of the General Data Protection Regulation (GDPR), the Data Protection Adaptation and Implementation Act (EU DSAnpUG-EU) and other relevant data protection regulations. Our contract documents, forms, consent forms and other information provided to you (e.g. on our website) contain further details and more information on why we collect data in those specific instances.

3.1 Consent (Art. 6 para. 1 (a) GDPR)

If you have consented to the processing of personal data, this consent will form the legal basis on which this data will be processed in that specific instance. You have the right to withdraw this consent at any time with future effect.

3.2 Performance of contractual duties (Art. 6 para. 1 (b) GDPR)

We will process your personal data for the purpose of processing your application. This processing may involve electronic data processing methods. This will be the case in particular if you have submitted your application documents electronically, such as by email or through a contact form on a website.

3.3 Compliance with legal obligations (Art. 6 para. 1 (c) GDPR)

We process your personal data where required for compliance with a legal obligation.

3.4 Legitimate interests pursued by us or a third party (Art. 6 para. 1 (f) GDPR)

We may furthermore use your personal data where necessary based on a weighing of interests to pursue our or a third party's legitimate interest. We may do so for the following purposes:

- For obtaining information and exchanging data with credit agencies if a contract involves significant economic risk
- For storing limited amount of your data if it is not possible to delete this data because of the particular way it has been stored or if deleting it (e.g. from an email archive) would require disproportionate expense
- For enforcing legal claims and as evidence in legal disputes that are not directly related to our contractual relationship with you.
- For to ensure and exercise our property rights through appropriate measures (e.g. visitors' list).

4. Categories of personal data we process

We process the following data:

- Personal details (name, job title/position in company/sector and similar information)
- Contact details (address, email address, telephone number and similar information)
- Application documents (such as, e.g. CV, certificates, certificates of professional competence, references)
- All of the information you provide to us in relation to your application

5. Who will get to see your data?

Within our company, we only provide your personal data to those divisions that need this data in order to fulfil our contractual and legal obligations or to pursue our legitimate interests.

In addition to those, your information may also be passed on to the following:

- Bodies and institutions on the basis of our or a third party's legitimate interest (e.g. authorities, credit agencies, debt collection agencies, lawyers, courts, experts and supervisory bodies)
- Other bodies that you have authorized us to provide with your data

6. Transfer of personal data to a third country or international organization

Your personal data will not be processed outside of the European Union (EU) respectively of the European Economic Area (EEA)

7. How long we'll keep your information

If the entity responsible for processing an application enters into an employment contract with an applicant, the data provided will be stored for the purpose of the performance of the employment relationship taking into account the legal regulations. If the entity responsible for processing an application does not enter into an employment contract with an applicant, the application documents will be erased six months following the announcement of the candidate rejection provided. An erasure does not impact on any other legitimate interests of the entity responsible for

processing. Within this context, other legitimate interests may, for example, constitute the burden of proof in proceedings pursuant to the General Equal Treatment Act (AGG).

8. To what extent do we use automated individual decision-making (including profiling)?

We do not use any purely automated decision-making processes in accordance with Article 22 GDPR. Should we ever make use of such processes in individual cases, you will be notified of such separately if legally required.

9. Your data protection rights

You have the right to ask us for information (Art. 15 GDPR) the right of rectification and completion of data (Art. 16 GDPR), the right of Erasure (Art. 17 GDPR), the right to restriction of processing (Art. 18 GDPR) as well as the right of data portability (Art. 20 GDPR).

In addition, there is a right of appeal to a data protection supervisory authority (Art. 77 GDPR). According to Article 21 GDPR you have the right to object against processing your personal data by us. This right to object depends on grounds relating to your particular situation, whereby rights of our entity may stand against.

You can exercise your rights contacting the entity responsible for processing or the DPO (details you can find in chapter 1. and 2.).

10. Scope of the data you are required to provide

You are only required to provide us with the data required for the application process. Without these data, we are generally unable to enter into an employment contract with you. Should we ever request any data in excess of this essential data, we will specifically make you aware of the fact that provision of such data is voluntary.

11. Your Right to lodge a complaint with the responsible supervisory authority

If you consider the processing of your personal data unlawful, you can lodge a complaint with a supervisory authority that is responsible for your place of residence or work or for the place of the suspected infringement (Art. 77 GDPR). The supervisory authority responsible for us is:

The State Commissioner for Data Protection and Freedom of Information
Königstrasse 10 a
70173 Stuttgart, Germany

Phone: +49 (0) 711 / 615541-0

Fax : +49 (0) 711 / 615541-15

E-Mail: poststelle@lfdi.bwl.de

Web : <https://www.baden-wuerttemberg.datenschutz.de>