

Information for applicants *)

pursuant to Art. 13 of the General Data Protection Regulation

Dear Applicant *),

We are pleased that you are interested in our company and are applying for a job, or have already submitted an application. The Stieglmeyer-Group attaches great importance to compliance with data protection regulations. For this reason, we would like to inform you about how we process your personal data in connection with your application in compliance with Art. 13 of the EU General Data Protection Regulation (GDPR).

Who is responsible for data processing and who is the data protection officer?

The controller responsible for processing your personal data is

Stieglmeyer GmbH & Co. KG
Ackerstraße 42
32051 Herford, Germany

Represented by: Georgios Kampisiulis Kemmler

Phone: +49 (0) 5221 185 - 0
Fax: +49 (0) 5221 185 - 252
Email: bewerbungen@stieglmeyer.com

Details of how you can contact our **data protection officer** are given below:

datenschutz@stieglmeyer.com or our postal address –

Stieglmeyer GmbH & Co. KG
Ackerstraße 42, 32051 Herford -

addressed to the “Data protection officer”.

No automated decision making or profiling

During the application process, no automated decision-making or profiling as defined by Art. 22 GDPR takes place.

What purposes will your personal data be used for?

We process your personal data in compliance with the provisions of the relevant laws, in particular the EU General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG) for the following purposes:

1. Address management and email communication
2. Implementation of the application process
3. Reimbursement of travel expenses for applicant travel
4. Data that may be used during the application process to assert, exercise or defend potential legal claims (e.g. claims under the General Equal Treatment Act AGG).
5. After hiring, for transfer to the personnel file
6. Managing the data protection rights of data subjects
7. Inclusion of applicant data in an applicant pool, if applicable

Legal basis for processing your personal data

- Re 1: Managing and processing addresses is part of the application process. Since processing your personal data is necessary to establish an employment relationship with you as the data subject, we process your data in accordance with Art. 6 (1)(sent.1)(b) GDPR in conjunction with § 26 (1)(sent.1) of the Federal Data Protection Act (BDSG).
- Re 2: Since processing is necessary to establish an employment relationship with you as the data subject, we process your data in accordance with Art. 6 (1)(sent.1)(b) GDPR in conjunction with § 26 (1)(sent.1) of the Federal Data Protection Act (BDSG).
- Re 3: According to § 670 of the Civil Code (BGB), applicants are legally entitled to reimbursement of the necessary interview costs if no provision has been made as to which costs incurred for travel to the interview are to be borne by the employer. Since the processing is necessary to conduct the interview and thus to establish an employment relationship with you as the data subject, we process your data in accordance with Art. 6 (1)(sent.1)(b) GDPR in conjunction with § 26 (1)(sent.1) of the Federal Data Protection Act (BDSG).
- Re 4: Your personal data, which we have received during the application process, may be used to assert, exercise or defend potential legal claims (e.g. if Stiegelmeier GmbH & Co. KG were to be exposed to claims under the AGG, General Equal Treatment Act). The legal basis for the processing is Art. 6 (1)(sent.1)(f) GDPR. The Stiegelmeier GmbH & Co. KG has a legitimate interest in the use of personal data for the aforementioned reasons.
- Re 5: After hiring, the data is transferred to the personnel file of the potential employee. The legal basis for the processing is § 26 (1)(sent.1) of the Federal Data Protection Act (BDSG).

- Re 6: The processing is carried out in order to comply with or fulfil the legal obligation to safeguard the data protection rights of data subjects indicated in Chapter III (Art. 12-22) GDPR, which Stieglmeyer GmbH & Co. KG as the controller as defined by Art. 4 (7) GDPR must satisfy. The legal basis for this processing is Art. 6 (1)(sent.1)(c) GDPR.
- Re 7: If you have not been hired but your application is still of interest to us, we would like to ask for your consent so that we can retain your application for future vacancies for a period of one year or forward it to other companies in the Stieglmeyer-Group (consent as defined by Art. 6 (1)(sent.1)(a) GDPR in conjunction with § 26 (2) BDSG).

Description of the categories of personal data

- Re 1: Contact details (surname, first name, email address, telephone number, address, contact type), communicated content.
- Re 2: Covering letter, curriculum vitae, photo, certificates, your preferred area of work in the case of unsolicited applications, salary expectations, earliest possible starting date and other proof of qualification as well as other data which we receive from you voluntarily within the framework of the application process.
- Re 3: Travel data (e.g. arrival and departure, travel expenses, travel funds), bank details.
- Re 4: Master data, communication data, data to demonstrate a legally compliant application process.
- Re 5: Master data, communication data, covering letter, curriculum vitae, photograph, certificates and other proof of qualification as well as other data which we receive voluntarily from you as part of the application process.
- Re 6: Revocations of any consent you may have given; objections which you may file to the processing of your personal data; pronouncements and information which we receive from you for or when asserting your data protection rights as a data subject as indicated in Chapter III (Art. 12-22) GDPR.
- Re 7: Contact data (surname, first name, email address, telephone number, address data, type of contact), communicated content, covering letter, curriculum vitae, photograph, certificates, in the case of unsolicited applications your preferred area of work, salary expectations, earliest possible starting date and other proof of qualification as well as other data which we receive voluntarily from you as part of the application process.

Who has access to your data and who do we share it with?

Within our company, your data will only be made available to persons and positions (e.g. department, works council, severely handicapped representatives) who need your personal data for the recruitment decision

and to fulfil our contractual and legal obligations. If you agree to this, your application data may also be transferred to other Stieglmeyer-Group companies located in Germany on the basis of the consent you have given.

What data protection rights can you exercise as a data subject?

If your personal data is processed, you are the data subject as defined by the GDPR and you have the following rights vis-à-vis the controller (Stieglmeyer GmbH & Co. KG):

1. Right to access

In compliance with the requirements of Art. 15 GDPR, you may at any time request information from the controller on whether and how your personal data is processed by us.

2. Right to rectification

In compliance with the requirements of Art. 16 GDPR, you have the right to ask the controller to correct and/or complete any inaccurate or incomplete personal data about yourself that is processed. The controller must carry out the correction immediately.

3. Right to restrict processing

You can make a request to the controller to restrict the processing in compliance with the requirements of Art. 18 GDPR.

4. Right to erasure and the “right to be forgotten”

You can make a request to the controller to delete your personal data and assert the right to be forgotten in compliance with the requirements of Art. 17 GDPR.

5. Right to be informed

If you have exercised your right to rectify, delete or restrict the processing of your personal data vis-à-vis the controller, the controller is obliged to notify all recipients to whom your personal data has been disclosed of such rectification, erasure or restriction, unless this proves impossible or involves a disproportionate effort. You have the right vis-à-vis the controller, pursuant to Art. 19 GDPR, to be informed about these recipients.

6. Right to data portability

In compliance with the requirements of Art. 20 GDPR, you have the right to receive the personal data about yourself that you have provided the controller with, in a structured, common and machine-readable format.

7. Right to object

You have the right, in compliance with the requirements of Art. 21 GDPR, to object at any time to the processing of the personal data about yourself on the basis of Art. 6 (1)(e) or (f) GDPR for reasons arising from your particular situation; this also applies to profiling based on these provisions. The Stiegelmeier GmbH & Co. KG will no longer process your personal data unless Stiegelmeier GmbH & Co. KG can demonstrate legitimate reasons for the processing which override your interests, rights and freedoms as a data subject, or the processing serves the assertion, exercise or defence of legal claims.

8. Right to withdraw consent to use of personal data

You have the right to revoke your consent at any time under data protection law. The withdrawal of consent does not affect the lawfulness of processing carried out based on consent before its withdrawal.

Where can you file an objection?

Without prejudice to any other administrative or judicial remedy, you have the right to complain to a supervisory authority, in particular in the Member State where you reside, at your place of work or at the place of the alleged infringement, if you consider that the processing of your personal data is in breach of the GDPR. The supervisory authority to which the complaint is submitted shall inform the complainant of the status and outcome of the complaint, including the possibility of a judicial remedy under Art. 78 GDPR.



The competent state data protection supervisory authority for Stieglmeyer GmbH & Co. KG is the:

State Commissioner for Data Protection and Freedom of Information of North Rhine-Westphalia
Postfach (POB) 20 04 44
40102 Düsseldorf
Germany
Phone: +49 (0) 211 38424 - 0
Fax: +49 (0) 211 38424 - 10
Email: poststelle@ldi.nrw.de

How long is your data stored?

We retain your personal data for the duration of the application process. If the application procedure is completed without being hired, your data will be deleted within six months of the rejection of your application. This does not apply insofar as the processing and retention of your personal data is necessary in a specific case for the assertion, exercise or defence of legal claims (for the duration of a legal dispute).

If you are successfully hired by Stieglmeyer GmbH & Co. KG, your personal data will be deleted after the purpose of the data processing has ceased to apply, but not later than after termination of the employment relationship (storage limitation), unless statutory retention periods preclude deletion or statutory limitation provisions.

If you have not been hired but your application is still of interest to us, we will ask for your consent in a separate statement so that we can retain your application for a period of one year for future vacancies or forward it to other Stieglmeyer-Group companies based in Germany. If you have consented to inclusion in the pool of applicants, your data will be deleted after one year if no suitable position could be offered to you.

Will your data be transferred to a third country?

Your personal data will not be transferred to a third country.

Are you obliged to provide us with your data?

It is not mandatory either for statutory or contractual reasons for you to provide us with your personal data. However, it is necessary for you to provide your personal data if you wish to complete the application procedure. If you do not wish to provide us with your personal data, we will be unable to consider your application to work at Stieglmeyer GmbH & Co. KG.



Stieglmeyer GmbH & Co. KG

Georgios Kampisiulis Kemmler
Managing Director

ppa. Gabriele Herfort
Head of Human Resources