

Application and employment relationship

Information in accordance with Art. 13 and 14 GDPR

I. **Responsible entity**

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Represented by: Gerold Lorenz (Managing Director)

II. **Data Protection Officer:**

Thomas Schneider, DSB Baden GmbH
E-mail: dsb@interfer.de
(Please include our company name in the subject line when contacting us)

III. **Legal basis for data processing:**

- Art. 6 para. 1 lit. b GDPR (establishment and performance of a contractual relationship)
- § Section 26 BDSG (data processing for the purposes of the employment relationship)
- Art. 6 para. 1 lit. c GDPR (fulfilment of legal obligations)
- Art. 6 para. 1 lit. a GDPR (consent in the event of a request for longer storage)

IV. **Purposes of the processing:**

- Selection of suitable applicants (e.g. pre-selection and invitation of eligible applicants)
- Possibility of proving a legally compliant selection
- Possibly longer storage of applicant data (inclusion in the "applicant pool")
- Fulfilment of the contractual relationship with an employee pursuant to Art. 26 para. 8 BDSG (e.g. personnel file, working time recording, payroll accounting)
- Fulfilment of an employment relationship including the fulfilment of legal requirements (e.g. reporting to authorities, payment of taxes and social security contributions)

V. **Recipient (-categories) of personal data:**

1. Application
There is no transfer to third parties outside the company, only access by the internal HR department and internal decision-makers.
2. Employment relationship
Authorities (e.g. tax office), other bodies and social insurance companies which are to be transmitted from an employment relationship as well as the external service provider commissioned by us with payroll accounting.
These may only be transmitted to us when you join the company.

VI. Sources of the personal data:

1. Data that you make available to us

We initially process personal data that you yourself provide to us. This applies in particular to your application documents and - if you are hired by our company - to the data you provide in our personnel questionnaire.

2. Data from publicly accessible sources

If necessary, we also process personal data that we have legitimately obtained from publicly accessible sources (e.g. employment agency, professional networks), insofar as this is necessary to determine your suitability to fill the vacancies in the application process.

3. Data collected from third parties

Where necessary, we also process personal data that we have obtained from third parties (e.g. from recruiting service providers) in a manner permitted by data protection law.

VII. Storage period:

1. Applicant data

Until the expiry of a decision. If hired, these are transferred to the personnel file. In the event of rejection, all applicant information is returned (paper file) or deleted after 3 - 6 months, taking into account the General Equal Treatment Act (AGG).

2. Employee data

In the event of employment, the application data will be deleted at the earliest at the end of the employment relationship. Paper applications may be returned earlier after digitisation. After the end of the employment relationship, the application documents provided will be handed over to the employee or deleted after any outstanding issues (e.g. certificates) have been dealt with and any retention periods have expired.

The information that has been added to the personal file during the course of the employment relationship is deleted or destroyed once the retention period has expired (e.g. information on pension insurance) or the purpose no longer applies (e.g. sick notes, holiday requests, warnings). In some cases, this can also occur during employment. Some periods only begin when the employee leaves the company (e.g. obligation to provide evidence to the statutory pension insurance). This information is only destroyed or deleted after these periods have expired, unless the employee has expressed an interest in longer storage.

VIII. Your rights - rights of data subjects under the GDPR:

Art. 12 - 23 GDPR regulate the rights of the data subject, i.e. your rights regarding the handling of your personal data. These are essentially vis-à-vis us:

- Right to information in accordance with Art. 15 GDPR
- Right to rectification in accordance with Art. 16 GDPR
- Right to erasure in accordance with Art. 17 GDPR
- Right to restriction of processing in accordance with Art. 18 GDPR
- Where applicable: Right to data portability pursuant to Art. 20 GDPR
- Right to object to processing in accordance with Art. 21 GDPR
- Right to lodge a complaint: Pursuant to Art. 13 para. 2 lit. d GDPR, you have the right to lodge a com-

plaint with a data protection supervisory authority. A list of data protection officers and their contact data can be found in the following link:

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html