

Privacy information pursuant to Art. 13 GDPR ***for applicants***

1. Introduction

Thank you very much for your interest in our company. In our application process, we want to gain an impression of you, of your personality and of your qualifications. To do this, we rely on the meaningful application documents we receive from you, and also on the personal meeting with you. For all parties involved in the hiring process, the protection and confidential handling of these personal data, some of which are very sensitive, are of primary importance. With the following information, we want to give you as a “data subject” an overview of how we process your personal data in the context of the application process, and of your rights pursuant to German privacy laws.

We generally process your personal data, such as your name, address, or information from the application documents, in compliance with the General Data Protection Regulation (GDPR), the German Data Protection Act (BDSG), and with the respective national data protection regulations applicable for our companies. This Privacy Notice intends to inform you of the scope and purpose of the personal data that we collect, use, and process.

2. Responsible

The controller within the meaning of the GDPR is:

KRAMER GmbH
Stöckmatten 2-10
D-79224 Umkirch
Phone: +49 (0)7665 9359 0
Email: info@kramer-gmbh.com

Legal representative of the controller: Mr Alexander Butsch

3. Data protection officer

Contact data of the data protection officer of the controller:

Jerome Drach
Computer Profi Welt OHG
Phone: +49 (0)7644 / 92260
Fax: +49 (0)7644 / 9226111
Email: jerome_drach@computer-profi-welt.com

Please feel free to contact our data protection officer directly if you have any questions or suggestions regarding privacy.

4. Purpose and legal basis of data processing

We process your personal data in the personnel selection process insofar as this is necessary for the **decision on whether to establish an employment relationship between you and us**. The applicable legal basis is Art. 88 GDPR in connection with § 26 BDSG, and, if applicable, Art. 6 (1) (b) GDPR for initiation or execution of an employment relationship.

Furthermore, we may process your personal data as far as necessary to fulfil legal obligations (Article 6 (1) (c) GDPR) or to defend against legal claims asserted against us. The legal basis is Article 6 (1) (f) GDPR. The legitimate interest is, for example, a duty of proof in a procedure pursuant to the General Equal Treatment Act (AGG).

If you give us **express consent** to process personal data for specific purposes, the lawfulness of this processing is based on your consent pursuant to Art. 6 (1) lit. a GDPR. A given consent can be revoked at any time with effect for the future (see section 7 of this data protection information).

If **the application process results in the establishment of an employment relation** between you and us, we may continue to process for the purposes of the employment relation the data already received from you pursuant to Art. 88 GDPR in connection with § 26 BDSG, as far as required for the execution or termination of the employment relation or for execution of or compliance with the rights and obligations of employees' representation of interests based on a law or collective agreement, or of a company or service agreement (collective agreement).

5. Type and source of the processed personal data

We process personal data connected with your application that you transmitted to us in the frame of your application documents, in job interviews, or other activities. This may comprise the following information:

- **Address and contact data** (e.g. name, address, phone number, email)
- **Personnel master data** (e.g. nationality, date and place of birth, sex, family status)
- **Information on family situation** (family status, spouse, children)
- **Education and career** incl. qualification and references, extra-company education, training and continuing education
- **Supplementary information about applicant's person** (motivation, characteristics, reasons for job change, salary expectation, hobbies etc.)
- **Portrait photos**

6. Recipient and persons authorised to access

Within our company, we disclose your personal data only to those areas and persons who are involved in the hiring process for the respective job.

In addition, your personal data will be processed **on our behalf on the basis of processing contracts** pursuant to Art. 28 GDPR. The processors comprise the providers of internet services and the operator of the applicants management system used by us.

Otherwise, your data will only be disclosed to **recipients outside of the company** as far as permitted or mandated by statutory requirements, or if the disclosure is required for meeting statutory obligations, or if you have given us your consent.

7. Storage period for your personal data

We will store your personal data for as long as required to decide upon your application. If the **application process results in an employment relation**, apprenticeship, or internship, your data will be transferred to the personnel file as far as necessary and permissible. In the frame of the onboarding process, you will be informed specifically about the processing of your personal data in the frame of the employment relation.

If you will not be hired in consequence of your application, your application data will be erased not later than six months after completion of the application process (e.g. notification of rejection), unless storage for a longer period is legally required or permissible. In this case, we will only store your personal data for a longer period if legally required, or if required in the concrete case for assertion, execution, or defence of legal claims for the duration of a lawsuit.

If applicable, you may receive an **invitation to be included in our Talent Pool** after the application process. This will allow us to consider you in our applicant selection process for suitable vacancies in the future. Provided we have your consent, we will save your application data in our Talent Pool as specified in your consent or possibly future consents.

8. Obligation to provide personal data

There is no statutory or contractual obligation to provide the data. Generally and in the broadest sense, you decide which information you wish to provide to us, respectively which data we can receive. However, without meaningful application documents and the submission of the relevant qualification certificates and corresponding references, employment in our company is in fact not possible.

9. Automated decision making / profiling

We do not use automated decision-making or profiling.

10. Your rights as a data subject

Right to obtain confirmation Art. 15 GDPR

You have the right to obtain from the controller confirmation as to whether or not personal data concerning you are being processed.

Right to obtain information Art. 15 GDPR

You have the right to obtain from us at any time free of charge information on the personal data concerning you saved by us, and a copy of these data.

Right to rectification Art. 16 GDPR

You have the right to obtain from us the rectification of inaccurate personal data concerning you. The data subject furthermore has the right to demand having incomplete personal data completed in consideration of the purpose of processing.

Erasure pursuant to Art. 17 GDPR

You have the right to obtain from us the erasure of personal data concerning you without undue delay if one of the reasons specified in the law applies, and if processing is not required.

Restriction or processing Art. 18 GDPR

You have the right to obtain from us the restriction of processing if one of the statutory requirements is fulfilled.

Data portability pursuant to Art. 20 GDPR

You have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format. You furthermore have the right to transfer, without hindrance from us, these data to another controller to whom the personal data has been provided, provided that the processing is based on consent pursuant to Art. 6 (1)(a) GDPR or Art. 9 (2)(a) GDPR or on a contract pursuant to Art. 6 (1)(b) GDPR and the processing is carried out with the aid of automated procedures, unless the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

Also, in executing your right to data portability pursuant to Art. 20 (1) GDPR, you have the right to have the personal data transmitted directly from one controller to another, where technically feasible, and provided this does not impair other persons' rights and freedom.

Withdrawal of data protection consent

If your personal data is processed based on your consent, you have the right pursuant to Art. 7 GDPR to withdraw your consent to use of your personal data. Please note that the withdrawal will take effect for the future only. Processing carried out before the withdrawal shall not be affected. Please also note that we may be obliged due to statutory regulations to store certain data for a certain period of time.

Complaint to a supervisory authority

You have the right to lodge a complaint about our processing of personal data with a supervisory authority responsible for data protection. The contact data of the supervisory authority responsible for us:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg
Lautenschlagerstraße 20
70173 Stuttgart
Phone: 0711/61 55 41 – 0
Email: poststelle@lfdi.bwl.de