

A. Basic information according to Art. 13 / 14 DS-GVO

1. Responsibility for Data Processing

PELTEKO GmbH & Co. KG

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2. Data Protection Officer

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3. Purpose of the data collection

We process your personal data for the following reasons:

- Evaluation and processing of incoming applications
- Conducting applicant interviews
- Selecting applicants
- Entering into an employment contract (establishing an employment relationship)
- Implementation of the employment relationship
- Termination of employment

The legal retention periods also apply to the retention and storage of the data referenced above

4. Legal Foundation

We process your personal data on the following legal basis:

§26 BDSG (new) paragraph 1

5. More details about the intended use

In order to be able to recruit and hire new suitable personnel or to establish, implement and terminate an employment relationship, we require a minimum amount of personal data.

We always observe the principle of data economy and do not collect any personal data which we do not absolutely require in accordance with point 3 of this data protection declaration.

Should we wish to collect further personal data which does not fall under point 3 of this data protection declaration, we would ask you for a voluntary declaration of consent to this effect.

6. Internal and external transfer of your personal data

The **internal transfer** of your personal data is solely limited to the purposes stated in point number 3 of this data protection declaration in accordance with the principles of data minimization and other principles of data protection.

An **external transfer** of your personal data can take place under the following circumstances:

- Passing on your personal data (contact data) to contractors, subcontractors or cooperation partners in the context of the execution of the employment relationship, may happen if necessary for the fulfilment of orders. A possible data transfer always takes place only to the extent necessary. Where possible, your personal data will not be passed on
- Collaboration with subcontractors for which access to your personal data is necessary or at least cannot be completely avoided. This includes, for example, IT support services, payroll services or the use of tax consulting services.
- Passing on your personal data (contact data) within the scope of supplier management, in case this is necessary for the fulfilment of orders (contracts). A possible data transfer always takes place only to the extent necessary. Wherever possible, your personal data will not be passed on to third parties
- Passing on your personal data to authorities and health insurance companies due to legal obligations

7. Transfer of your data to a third country (outside the European Union or an international organization)

As a matter of principle, we do not transfer your data to countries outside the scope of the GDPR (also applies to internationally active organizations).

Should a transfer take place despite everything (e.g. in the context of the use of software applications or other IT services whose manufacturers are based in a country outside the scope of the GDPR), this would only take place in the presence of a corresponding EU adequacy decision or other appropriate safeguards (e.g. EU standard contractual clauses).

You have the right to receive detailed information on this. You can request the information you require using the contact details of the data protection officer (see No. 2).

8. Storage period and deletion of your personal data

The legislator has issued a variety of retention options which we follow carefully including seeking expert advice in order to comply with these obligations.

The following applies in general: We only store your personal data:

- for as long as permitted for the specified purpose,
- it is prescribed by law for verification purposes

In case we need to store your data for a longer period than referred to above, we would we would have this confirmed by you with a voluntary declaration of express consent.

9. Right to information, deletion, correction, objection and restriction of usage of your personal data

You have the right to demand confirmation from us if we were processing your personal data. If so, you have the right to information about this personal data and the following information:

- Purposes of processing
- The categories of personal data processed
- The recipients or category of recipients to whom we disclosed or intend to disclose your personal data, particularly if recipients are in non-EU countries or international organizations
- If possible, the planned duration for which your personal data are stored, or, if that is not possible, the criteria applied to the determination of the duration
- The right to have personal data relating to you corrected or deleted, or have personal data processed by us limited or object to such processing
- The existence of a right of appeal at a supervisory authority
- If personal data was not collected from the individual concerned, all information available with regards to the origin of the data
- The existence of an automated decision making, including profiling (meaningful information related to the logic applied, the scope of it as well as the intended effects of such processing on you)

In case your personal data is transmitted to a third country or an international organization, you have the right to be informed about the suitable guarantees that ensure an adequate level of data protection in the context of the transmission

We provide you with a free of charge copy of your personal data which are subject to our processing. For any additional copies requested we may ask you to provide us with an appropriate payment which would allow us to cover our administration cost.

If you submit the application electronically, you will receive the information in a common electronic format, unless you specify otherwise. The right of obtaining a copy may be restricted in so far as it affects the rights or the freedom of other persons.

You have the right to request us to immediately correct any incorrect personal data concerning you. For the purposes of processing, you have the right to request the completion of incomplete personal data, also by means of an additional declaration. In order to exercise this right, you are welcome to contact our data protection officer.

You have the right to ask for the deletion of your personal data stored by us in case one of the following criteria is met:

- The personal data is not needed anymore to fulfil the agreed purpose
- You withdraw the voluntary declaration of expressed consent that you provided us with (however, the legality of the processing carried out on the basis of the consent until revocation remains unaffected)
- Your personal data has so far been processed unlawfully
- A legal obligation related to the deletion does exist
- The personal data was collected in relation to services offered by the Information Society – refer to Art.1 Nr.1b of (EU) 2015/1535 (persons under 16 years of age)

Furthermore you have the right to demand from us the restriction of the processing in case one of the following conditions are met:

- In case you deny the correctness of the personal data we will stop the processing of them for a period of time that would allow us to verify their correctness
- The processing is unlawful and you refuse the deletion of your personal data and instead request that the use of your personal data be restricted.
- If we no longer need your personal data for the purposes of processing, but you do need it to assert, exercise or defend legal claims.
- If you have filed an objection against the processing, until it has been determined whether our justified reasons outweigh yours

10. Right to data transferability

You have the right to receive your personal data stored by us in a structured, common and machine-readable format, insofar as they are processed in an automated process.

You also have the right to transfer this data to another person in charge (“responsible”), without any hindrance by us, to whom the personal data was provided.

When exercising your right to data transferability, you have the right to have your personal data transferred directly by us to another responsible person, insofar as this is technically feasible.

The right to data transferability may be restricted in so far as the rights or freedoms of other persons are affected by the exercise of this right.

11. Right of revocation for consents and continuation of consents granted

In case as we process your personal data on the basis of a declaration of consent, you have the right to revoke the consent given. However, this does not affect the legality of the processing carried out on the basis of the consent until revocation. With regard to compliance with storage periods, point 8 of this data protection declaration must also be observed in this respect.

12. Right of appeal to the supervisory authority

If you are of the opinion that **Pelteko GmbH & Co. KG** is not processing your personal data lawfully, you can address your complaint to any data protection supervisory authority. The supervisory authority responsible in accordance with Art. 55 DS-GVO and their contact person is:

[Regierungspräsidium Gießen](#), Landgraf-Philipp-Platz 1-7, 35390 Gießen, Deutschland

13. Mandatory submission of your personal data and possible consequences if the submission is refused.

On the one hand, we are required by law to process personal data relating to you (this also includes the disclosure to authorities or health insurance companies). On the other hand, we need the data collected from you for the decision, establishment, execution and termination of the employment relationship, implementation and termination of the employment relationship.

Without the collected data, a decision, establishment, implementation and termination of an employment relationship would not be possible.

14. Automatic decision making and profiling

There is no automated decision making regarding your person. No "profiling" is carried out based on the personal data collected from you.

15. Change of purpose

If we intend to change the purpose for which your personal data was originally collected, we will inform you in advance in detail and transparently. In this case, we will of course provide you with all the information required by law. If the change of purpose involves the processing of personal data based on contractual basis of a voluntary declaration of consent, we will inform you accordingly and ask you for your formal consent.

16. Open questions, complaints or suggestions

You are welcome to contact us with any questions, complaints or suggestions regarding data protection. If required, you are welcome to contact our data protection officer (see item no. 2 of this data protection declaration).