

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

1. Responsibility for Data Processing

PELTEKO GmbH & Co. KG

Owner:

Dipl. Ing. Dieter Petruch

Managing Director:

Lothar Zöller

Am Marienberg 2, D-64686 Lautertal, Germany

Tel.: +49 (0) 6254 94 03 90

E-Mail: kontakt@pelteko.de

2. Data Protection Officer

Hopp + Flaig PartG mbB

Andreas Steinbach

Neue Weinsteige 69/71, 70180 Stuttgart, Germany

Telefon: +49 (0) 711 320657-0 (Zentrale)

Mobil: +49 (0) 160 90 41 74 72

E-Mail: Steinbach@hopp-flaig.de

3. 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

4. Your Rights

According to the legal regulations, you have the right as a data subject to receive information free of charge at any time about your data stored by PELTEKO GmbH & Co.

In addition, you have the right to rectification, deletion or restriction of processing as well as the right to object when it comes to the PELTEKO GmbH & Co. This also applies to the right to data portability.

If you have provided us with your personal data on the basis of voluntary consent, you can revoke your consent at any time for the future.

B. Aims and Scope of Data Processing

1. Internet Presence

Processing of communication data

Every time a user accesses a page of the **PELTEKO GmbH & Co.** website and every time a file is called up, access data on this process is stored in a log file on our server.

Each record consists of:

- the page from which the file was requested (so-called referrer URL)
- the name of the file
- the date and time of the request (so-called "time stamp")
- the amount of data transferred
- the access status (file transferred, file not found etc.)
- a description of the type of browser used (e.g. Firefox, Chrome, Safari, etc.)
- one technical required cookie

Content Data Processing & Legal Basis

If the opportunity for the input of personal or business data (e-mail address, name, postal address) is given (e.g. via our contact form), the collection of data is based on a voluntary declaration of consent in accordance with Art. 6 para. 1 letter a DS-GVO.

Here too, your data will be treated confidentially and not passed on to third parties without your consent. There is no linkage to the communication data.

In general, PELTEKO GmbH & Co. processes personal data on the following legal basis:
§26 BDSG (new) paragraph 1 and Article 6 of DSGVO paragraph 1.

Recipient of the Data

For the hosting and maintenance of our website, we rely on the use of service providers, whom we oblige to comply with the legal requirements via a contract pursuant to Art. 28 DS-GVO.

Cookies

We only use cookies that we consider necessary for our Internet presence:

So-called **session cookies** are required during the registration process, as we use a so-called single-sign-in concept for reasons of user-friendliness, for authentication and to control access to the various areas of our portal.

Validity of cookies

The validity of cookies is limited to the duration of your visit (only for session cookies). These cookies are automatically deleted after closing the browser. There is no link to personal data and no conclusions can be drawn about the activities of a user.

Most browsers are set to accept cookies automatically. However, you can deactivate the storage of cookies or set the browser to display a notification when cookies are set.

Cookies & Tracking

We use an analysis tool from the provider MATOMO on our homepage for the creation of anonymized statistics, whereby MATOMO was installed on the Pelteko site itself and not with an external provider. The use of the tool is carried out by Pelteko GmbH & Co. KG in a way that does not require your consent. This is made possible by the fact that MATOMO has been implemented and configured in such a way that:

- all Matomo cookies have been deactivated
- the Matomo IP anonymization has been activated

Contact Form

By using the contact form on our website, you provide us with your personal contact details. These serve the sole purpose that we can contact you according to your preference. The previously described procedure of how we handle data of visitors to our website also applies here.

If desired, you can, by checking the box, give us your consent to send you personalized communications from PELTEKO GmbH & Co. KG. This allows you, for example, to stay informed about products and services of PELTEKO GmbH & Co. KG. You can revoke your consent at any time, for the future, by mail or telephone, without giving reasons.

2. Application Procedure / Employee Data

How does **PELTEKO GmbH & Co.** process the data of employees/applicants (m/f)?

Your personal data is always collected directly from you - for example, as part of the application process - on the basis of § 26 paragraph 1 BDSG (new). In addition, we may also have received data from third parties (e.g. job exchanges such as Indeed, Stepstone etc. or job agencies).

The categories of personal data of employees/applicants (m/f) processed include in particular their master data such as first name, surname, name affixes, nationality, personnel number, contact data such as private address, (mobile) telephone number, e-mail address as well as the data of the entire application process such as cover letter, curriculum vitae, (employment) certificates, proof of qualifications.

If you have voluntarily provided special categories of personal data, such as health data, religious affiliation, degree of disability, in your letter of application or in the course of the application procedure, processing will only take place if you have given your consent.

PELTEKO GmbH & Co. processes personal employee and applicant data on the basis of and in compliance with the Basic Data Protection Ordinance (DS-GVO), the Federal Data Protection Act (BDSG), and all other relevant provisions of German labor law (e.g. SGB, AGG, BetrVG, etc.).

The processing of your personal data within the scope of the application process serves primarily to carry out the application procedure, in particular to determine the suitability for the advertised position. The processing of your applicant data is necessary for the decision on whether to establish an employment relationship.

The legal basis for this is Art. 88 DS-GVO in conjunction with § 26 Para. 1 BDSG.

Who receives your data?

Within **PELTEKO GmbH & Co.**, only those persons and bodies that need to know your personal data in order to decide on your employment and to fulfill our legal and contractual obligations will receive knowledge of your data. Notwithstanding this, we will only transfer your personal data - for example, to investigating authorities - if we are legally obliged to do so.

How long does PELTEKO GmbH & Co. store your data?

Personal applicant data transmitted to **PELTEKO GmbH & Co.** will be deleted as soon as it is no longer required for the above-mentioned purposes; after 6 months at the latest. This does not apply if you have agreed to a longer storage period, if storage is necessary for evidence purposes, or if legal regulations prevent deletion. For example, we store your applicant data for as long as there is a possibility that you could assert legal claims against **PELTEKO GmbH & Co.**, e.g. for violation of the General Equal Treatment Act (AGG). If your application leads to the establishment of an employment relationship, your data will continue to be stored and used for the purposes of the usual administrative and organizational processes and to carry out the employment relationship in compliance with the applicable legal regulations.

What rights can you assert as a data subject?

Applicants and employees (m/f) have - like all other data subjects - the following rights:

Right to information in accordance with Art. 15 DS-GVO

Right of rectification according to Art. 16 DS-GVO

Right of deletion ("right to be forgotten") in accordance with Art. 17 DS-GVO

Right to restrict processing in accordance with Art. 18 DS-GVO

Right to data transferability according to Art. 20 DS-GVO

Right of objection under Art. 21 DS-GVO

Furthermore, you have the right to address a complaint to the data protection officer mentioned above or to a data protection supervisory authority.