

## 1 General Information

We are pleased that you are interested in us and are applying or have applied for a position at one of our companies. We hereby inform you about the processing of your personal data by the respective person responsible, which can be seen from the job description, and the rights to which you are entitled under data protection law.

You will find further information about us, details of the persons authorized to represent us and also further contact options in the respective website and the associated imprint of the responsible persons.

### Data protection Officer

We have appointed a Data Protection Officer. Our Data Protection Officer may be contacted at:

DDSK GmbH  
- Mr. Stefan Fischerkeller -  
Dr.-Klein-Str. 29  
88069 Tettnang  
Email: [anfragen@ddsk.de](mailto:anfragen@ddsk.de)

## 2 Processing frame

### Source and categories of personal data

We process the data that you have sent us associated with your application to check your suitability for the position (or other positions in our company that may be suitable) and conduct the application process. Moreover, we may be processing the data which you have published and are available on the internet as far as it is permitted under data protection law. This includes CVs, career etc.

### Purposes and legal bases of the processed data

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act (FDPA) and other relevant laws.

The legal basis for the processing of your personal data in this application procedure is primarily Art. 6 Para. 1 lit. b) GDPR and Sec. 26 FDPA. Accordingly, the processing of the necessary data in connection with the decision on the establishment of an employment relationship is legitimate.

Should the data be required once the application process has been concluded, the data may be processed on the basis of the requirements of Art. 6 GDPR, particularly for exercising legitimate interests in accordance with Art. 6 para. 1 f) GDPR. In such case, our interest is the assertion or defense of claims.

This also includes the processing of communication data (user details, content data, connection data as well as comparable data) in the context of the implementation of the application procedure through the use of internet-based communication tools.

We may process your personal communication data (user details, content data, connection data and comparable data) as part of the application process, in particular the digital implementation of job interviews, if the contract is initiated with the help of internet-based communication tools, in order to simplify the organisation of the application process and to be able to adapt it to the current needs of the applicant and employer.

Furthermore, your voluntarily given consent can be the legal basis for data processing according to Art. 6 para. 1 lit. a) GDPR (e. g. inclusion in the applicant pool, newsletter for new job offers). The consent given can be revoked at any time with effect for the future.

Furthermore, your voluntarily given consent can be the legal basis for data processing according to Art. 6 para. 1 lit. a) GDPR (e. g. inclusion in the applicant pool, newsletter for new job offers). You have the right to withdraw your consent at any time.

Special categories of personal data pursuant to Art. 9 Para. 1 GDPR are processed for the purpose of establishing an employment relationship, exercising rights or fulfilling our legal obligations. The processing is based on Art. 9 para. 2 b) GDPR and Section 26 para. 3 FDPA. In addition, the processing of data concerning health may be necessary for the assessment of your ability to work in accordance with Sec. 9 Para. 2 h) GDPR and Sec. 22 Para. 1 b) FDPA.

We will inform you in advance if we decide to process your personal data for any purpose not mentioned above.

## Consequences of non-availability of data

As part of your application, you have to provide the personal data necessary to establish the employment relationship or which we are legally obliged to collect.

## Automated individual decision-making or Profiling (Art. 22 GDPR)

We do not use automated decision-making methods according to Article 22 GDPR. If we do use such a method in individual cases in the future, we will inform you separately if this is required by law.

## 3 Recipients of data

### Within the EU/the EEA

Within our company, only the persons necessarily involved in the application process (e. g. specialist departments, management, personnel department) will receive your data. Your application data is reviewed by the HR department once your application has been received. Suitable applications are forwarded internally to the persons in the respective departments responsible for the vacant position.

The further course of action is determined after that. Only persons who require your data for the proper processing of your application are given access to it within our company.

In addition, we use a specialized software provider for our application process. This provider operates as a service provider for us and may also obtain knowledge of your personal data in connection with the maintenance and servicing of our systems. We have signed a so-called data processing agreement with this provider, which ensures that the data processing is done in a lawful way.

### Outside the EU/the EEA

We do not transfer personal data to service providers or corporate enterprises outside the European Economic Area (EEA).

## 4 Storage periods

In case of rejection, the applicants' data will be erased within six months after notice of rejection.

If you have given the consent to your personal data being stored for other job possibilities or a period of time longer than the current application process, we will include your data in our pool of applicants. The data in this

pool is erased after two years. In the case that your application for a position is successful, the data is transferred from the applicant data system to our HR information system.

## 5 Your rights as a data subject

Under certain circumstances you can assert your data protection rights against us.

- Thus, you have the right to receive information from us about your data stored with us in accordance with the rules of Art. 15 GDPR (if necessary, with restrictions in accordance with § 34 FDPA).
- At your request, we will correct the data stored about you in accordance with Art. 16 GDPR if it is inaccurate or erroneous.
- If you so wish, we will delete your data in accordance with the principles of Art. 17 GDPR, provided that other statutory provisions (e. g. statutory storage obligations or the restrictions under § 35 FDPA) or an overriding interest on our part (e.g. to defend our rights and claims) do not prevent this.
- Taking into account the requirements of Art. 18 GDPR, you may request us to restrict the processing of your data.
- Furthermore, you may object to the processing of your data in accordance with Art. 21 GDPR, on the basis of which we must terminate the processing of your data. However, this right of objection only applies in very special circumstances of your personal situation, whereby the rights of our company may conflict with your right of objection.
- You also have the right to receive your data under the conditions of Art. 20 GDPR in a structured, common and machine-readable format or to forward it to a third party.
- In addition, you have the right to revoke your consent to the processing of personal data at any time with effect for the future.
- You also have the option of contacting the above data protection officer or a data protection supervisory authority with a complaint.
- You also have the right to lodge a complaint to a data protection supervisory authority (Art. 77 GDPR).  
The data protection supervisory authority responsible for us is:

Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen  
Kavalleriestr. 2-4,  
40213 Düsseldorf  
Telefon 0211 38424-0  
Fax 0211 38424-999  
poststelle@ldi.nrw.de