

Information regarding application process and applicant data

Revised: 07.05.2019

Information pursuant to Article 13 GDPR

1. Controller

This privacy statement applies exclusively to the job portal of Hugo Kern und Liebers GmbH & Co. KG. Identity of the controller for the operation of the job portal is Hugo Kern und Liebers GmbH & Co. KG and KERN-LIEBERS Knitting Parts GmbH, Dr.-Kurt-Steim-Str. 35, 78713 Schramberg (hereafter referred to as KERN-LIEBERS).

2. Legal representatives of the controller

The responsible body is managed by Dr. Udo Schnell (CEO), Klaus Scheuble (CFO), Dirk Heers (CTO) and Hannes Steim (CBDO). Controller responsible for data processing is Winfried Bachmann (CIO).

3. Data protection officer

Data protection officer is Dr. Rainer Harwardt, ORGATEAM Unternehmensberatung GmbH, Im Ettenbach 13 a, 77767 Appenweier-Urloffen. Contact: 07805-918-2553, rainer.harwardt@orgateam.org, www.orgateam.org

4. Purpose of data collection, data processing, data use, legal basis

a) Purpose:

Determination of the suitability of applicants and selection of applicants. Management of incoming applications electronically by e-mail, via the applicant portal or by post from collection to processing to erasure of the application data. The application procedure is defined by the "Application Management" process.

b) Legal basis / admissibility of data collection:

Section 26 BDSG (German Federal Data Protection Act) Data processing for employment-related purposes. Transfer to the pool of applicants: Pursuant to Article 6 (1) (a) GDPR: Consent of the data subject to transfer to the pool of applicants (for 1 – 1.5 years defined in interview) or other vacant post by sending the new vacancy.

5. Description of groups of data subjects and the data or categories of data involved

Stored information for the group of applicants:

- Applicant data (resume, photo, certificates, qualifications)
- Applicant database: with confirmations of receipt, letter of acceptance and rejection, correspondence with applicants concerning questions, pool letters (see above), cover sheets (application form)
- Overview list with application name, address, role, appointment for invitation to interview, place of work, acceptance and rejection

6. Recipients or categories of recipients to whom this data may be transferred

Recipients to whom this data may be transferred are the HR department and management, executives, works council, company management and the employment agency (in the event of feedback).

7. Application process

In order to apply for a job at KERN-LIEBERS you will need to register for the job portal by creating an application management account (candidate profile). For the account creation you will be asked to enter personal data such as name, e-mail address and residence. Subsequently, you will have the option to apply to open vacancies online. Therefore, you will need to enter further information concerning your person (i. a. resume, cover letter, contact information) and your application (e. g. salary expectations and period of notice). The collected data will be used and analyzed for the stated purpose only.

8. Standard periods for erasure of data and review

Storage period for data (lifecycle, retention) pursuant to Section 15 (4) AGG (German General Act on Equal Treatment) plus 4 months time buffer). Data stored in the job portal (applicant database): all personal data concerning a specific application with confirmations of receipt, letter of acceptance and rejection, correspondence with applicants concerning questions, pool letters (see above), cover sheets will be deleted 3 months after completion of the application procedure.

If you do not log in to your candidate profile account for our job portal within a period of 6 months after the application procedure, your account will be deleted automatically without prior notice. You may modify the options that you have selected as well as your personal information in your candidate profile at any time. In addition, you may delete your candidate profile entirely at any time. All data will be deleted after expiration of the specified period.

9. Use of external service providers

For the purpose of support and administrative tasks within the job portal KERN-LIEBERS uses selected external IT service providers located within the EU/EEA. These service providers will process data only as instructed and on behalf of KERN-LIEBERS and will only be granted access to data that is relevant to perform the relevant task.

10. Additional information on processing

- Data is not transferred to third countries (outside the EU) unless the applicant has previously given their consent.
- You have the right to information, rectification, erasure, restriction, objection and data portability with respect to personal data relating to you
- Consent to the pool of applicants can be withdrawn at any time, which will result in the immediate erasure of your data.
- Any hiring decision will not be made on the basis of automated decision-making
- You have the right to lodge a complaint with a supervisory authority