

# Information pursuant to Article 13 GDPR

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## Applicant data

Revised: 04.06.2018

### 1. Controller

<b>Name / identity of the controller</b>	KERN-LIEBERS POLAND SP. Z O.O. SP. K.
<b>Street</b>	Ul. Partyzantów 4
<b>Zip / City</b>	42-300 Myszków, Poland
<b>Phone</b>	+48 34 313 09 75
<b>E-mail address</b>	<a href="mailto:info@kern-liebers.pl">info@kern-liebers.pl</a>
<b>Internet address / URL</b>	<a href="http://www.kern-liebers.pl">www.kern-liebers.pl</a>

### 2. Legal representatives of the controller

<b>Management of the responsible body</b>	Jerzy Typel
<b>Controller responsible for data processing</b>	Winfried Bachmann (CIO)

### 3. Data protection officer

<b>Name</b>	Dr. Rainer Harwardt
<b>Company</b>	ORGATEAM Unternehmensberatung GmbH
<b>Address</b>	Im Ettenbach 13 a
<b>Zip / City</b>	77767 Appenweier-Urloffen
<b>Phone</b>	07805-918-2553
<b>E-mail address</b>	<a href="mailto:Rainer.harwardt@orgateam.org">Rainer.harwardt@orgateam.org</a>
<b>Internet address / URL</b>	<a href="http://www.orgateam.org">www.orgateam.org</a>

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

<b>Purpose:</b>
<p>Determination of the suitability of applicants and selection of applicants. Management of incoming applications</p> <ul style="list-style-type: none"> <li>- Electronically by e-mail</li> <li>- Applicant portal or</li> <li>- By post</li> </ul> <p>From collection to processing to erasure of the application data. The application procedure is defined by the "Application Management" process.</p>
<b>Legal basis / admissibility of data collection:</b>
<p>Until 25 May 2018 Section 32 BDSG (German Federal Data Protection Act) (old) and from 25 May 2018 Section 26 BDSG (new) 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</p>

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

Group	Data / data category
Applicants	<p>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</p>

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

Recipient	HR department and management, executives, works council, company management, employment agency (in the event of feedback)
Other / comments	

## 7. Standard periods for erasure of data and review

<b>Storage period for data (lifecycle, retention)</b>	<p>Pursuant to Section 15 (4) AGG (German General Act on Equal Treatment) plus 4 months time buffer) Applicant database: with confirmations of receipt, letter of acceptance and rejection, correspondence with applicants concerning questions, pool letters (see above), cover sheets: 3 months after completion of application procedure Overview list with applicant name, address, role, appointment for invitation to interview, place of work, acceptance and rejection 1 year to end of year, stat. analysis and erasure</p>
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## **8. Additional information on processing**

- Data is not transferred to third countries (outside the EU) unless the applicant has previously given their consent.
- Data is not transferred to third countries (within 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