

Information pursuant to Article 13 GDPR

Applicant data

Revised: 04.06.2018

1. Controller

Name / identity of the controller	Saxonia Umformtechnik GmbH
Street	Holzheimer Straße 4
Zip / City	73037 Göppingen
Phone	+49 071 616140
E- mail address	info@saxonia-umformtechnik.de
Internet address / URL	www.saxonia-umformtechnik.com

2. Legal representatives of the controller

Management of the responsible body	Dipl.- Ing., Dipl.- Kfm. Uwe Habisch
Controller responsible for data processing	Winfried Bachmann

3. Data protection officer

Name	Dr. Rainer Harwardt
Company	ORGATEAM Unternehmensberatung GmbH
Address	Im Ettenbach 13a
Zip / City	77767 Appenweier
Phone	+49 078 05 918255
E- mail address	+49 078 05 918292
Internet address / URL	datenschutzbeauftragter@kern-liebers.de

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

Purpose:
<p>Determination of the suitability of applicants and selection of applicants. Management of incoming applications</p> <ul style="list-style-type: none"> - Electronically by e-mail - Applicant portal or - By post <p>From collection to processing to erasure of the application data. The application procedure is defined by the "Application Management" process.</p>
Legal basis / admissibility of data collection:
<p>Until 25 May 2018 Section 32 BDSG (German Federal Data Protection Act) (old) and from 25 May 2018 Section 26 BDSG (new)</p> <p>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)</p> <p>Applicant database: with confirmations of receipt, letter of acceptance and rejection, correspondence with applicants concerning questions, pool letters (see above), cover sheets (application form)</p> <p>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

Storage period for data (lifecycle, retention)	<p>Pursuant to Section 15 (4) AGG (German General Act on Equal Treatment) plus 4 months time buffer)</p> <p>Applicant database: with confirmations of receipt, letter of acceptance and rejection, correspondence with applicants concerning questions, pool letters (see above), cover</p>
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	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
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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