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Distribution list: Applicants

Data protection information for applicants* in accordance with Art. 13 and 14 GDPR

*Gender note: For ease of reading, we use the masculine form in the following, but the information nevertheless refers to members of all genders, known and as yet unknown.

We are pleased that you are interested in us and are applying or have applied for a position in our company or our family of companies. We are happy to provide you with information below on the processing of your personal data in connection with your application.

1 Name and contact details of the responsible body

The responsible party within the meaning of data protection law is the

PETER BREHM GmbH

Am Mühlberg 30

D-91085 Weisendorf

Germany

Phone: +49 9135 7103-0

eMail: info@peter-brehm.de

You will find further information on our company, details of the persons authorised to represent it and also further contact options in our imprint on our website: <https://www.peter-brehm.de/impressum/>

2 Our data protection officer

We have appointed a data protection officer in our company. You can reach her as follows:

Dr Marion Herrmann

eMail: datenschutz@peter-brehm.de

3 Processing of personal data

3.1 Categories and types of data

We process the data you have provided to us in connection with your application in order to assess your suitability for the position (or other open positions in our companies, if applicable) and to carry out the application process.

These data may include:

- **Master data** (name, academic titles, address, date and place of birth, gender)
- Marital status, children, religious affiliation and nationality
- Contact and communication data
- **Profile data**, certifications, information on schooling and vocational training, training courses completed for further education and qualification, language skills, other qualifications such as first aid-, disaster, fire and evacuation helpers

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If applicable, this may also include information on health, e.g. severely disabled status and other health data relevant to the workplace, if you already provide this during the application process.

3.2 Purpose of the data processing

We process and use your personal data exclusively for the purpose of the application process. This includes all information necessary to initiate an employment relationship.

Your data will only be processed for purposes other than those mentioned above if such processing is compatible with the purposes of the employment relationship. We will inform you about such processing before further processing of your data and, if necessary, obtain your consent.

3.3 Legal basis of the processing

The legal basis for processing your personal data for employment purposes is Art. 6 (1b) in conjunction with § 26 BDSG (Federal Data Protection Act).

Should the data be required for legal prosecution after the application process has been completed, data processing may be carried out on the basis of the requirements of Art. 6 GDPR, in particular for the purpose of safeguarding legitimate interests pursuant to Art. 6 (1f) GDPR. Our interest then consists in the assertion or defence of claims.

In individual cases, we may also obtain your consent to the processing or transmission of your data. In these cases, your consent is voluntary and can be revoked by you for the future at any time, unless otherwise agreed. You will not suffer any disadvantages from non-consent or a possible later revocation of consent.

3.4 Recipients of your data

Your application data will be reviewed by the HR department after receipt of your application. Suitable applications are then forwarded internally to the department heads for the respective open position. The further procedure is then coordinated. In principle, only those persons in the company have access to your data who need this for the proper course of our application procedure.

3.5 Duration of storage

Data of applicants will be deleted after 6 months in case of rejection.

In the event that you have agreed to further storage of your personal data, we will transfer your data to our applicant pool. There, the data will be deleted after two years.

If you have been awarded a position during the application process, the data from the applicant data system will be transferred to our personnel information system.

4 Disclosure of data to third parties

Your personal data will only be transferred or disclosed to external bodies insofar as this is required by a legal norm, is necessary for the fulfilment of the initiating contractual relationship or there is a justified interest on

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the part of the company or an external body in the aforementioned sense and the transfer is permissible according to the data protection regulations.

5 Your rights as a data subject

As a data subject, you have various rights:

- **Right of revocation:** You can revoke your consent at any time. The data processing based on the revoked consent may then no longer be continued for the future.
- **Right to information:** You can request information about your personal data processed by us. This applies in particular to the purposes of the data processing, the categories of personal data, the categories of recipients, if applicable, the storage period, the origin of your data, if applicable, and the existence of automated decision-making, including profiling, if applicable, and meaningful information on its details.
- **Right to rectification:** You can request the rectification of incorrect or the completion of your personal data stored by us.
- **Right to erasure:** You can request the erasure of your personal data stored by us, insofar as its processing is not necessary for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest or for the assertion, exercise or defence of legal claims.
- **Right to restriction of processing:** You can request the restriction of the processing of your personal data if you dispute the accuracy of the data, the processing is unlawful, but you refuse to delete it. You also have this right if we no longer need the data but you need it to assert, exercise or defend legal claims. Furthermore, you have this right if you have objected to the processing of your personal data;
- **Right to data portability:** You may request that we transfer the personal data you have provided to us in a structured, commonly used and machine-readable format. Alternatively, you may request the direct transfer of the personal data you have provided to us to another controller, where this is possible.
- **Right to complain (complaints body):** You can complain to a data protection supervisory authority, e.g. if you believe that we are processing your personal data in an unlawful manner. You have the right to complain about our processing of personal data to a data protection supervisory authority.

Our competent data protection supervisory authority is:

Bavarian State Office for Data Protection Supervision (BayLDA)

Promenade 18, 91522 Ansbach

Phone: +49 (0) 981 180093-0

eMail: poststelle@lda.bayern.de

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6 Your right to object

If we process your personal data on the basis of a legitimate interest, you have the right to object to this processing. If you wish to exercise your right to object, a notification in text form is sufficient. You are therefore welcome to write to us or contact us by e-mail. You can find our contact details under point 1 of this data protection notice.

7 Data processing online

The processing of certain personal data, including the IP address of website visitors, also takes place via our website at www.peter-brehm.de. Supplementary data protection information can therefore be found online at: www.peter-brehm.de/datenschutz

8 Amendment of this data protection notice

Status of this data protection information: August 2023.

We reserve the right to make changes. A change may be made for technical, organisational or data protection reasons. Please note the currently valid version of our data protection information.