

## **Privacy Policy The Controller within**

### **the meaning of data protection law is**

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### **Data processing for informational use of the website**

This website can be viewed without the need for personal data to be provided by the user. However, so-called log files are automatically created by the web server used. These log files store the browser type/version used, the operating system used, the referrer URL, the host name of the accessing computer, and the time of the server request. This information is technically necessary in order to make the visited website and its content available in a proper and functional manner and is necessary when using the Internet. The data will be deleted after 3 days or anonymised through truncation of the IP address, so no conclusions can be drawn about the person concerned. The data cannot be attributed to any specific person and is not merged with data of other origin. The data enables the website operator to check and optimise the functionality of the website and the technology in the background, as well as to detect and prevent any attacks on or unauthorised access to the server. The Controller has a legitimate interest in this.

If third-party services are used to benefit the functionality of the website, you will find information about this in the corresponding paragraph further down in this Policy.

### **Data processing upon making contact**

If you contact the Controller or its company, whether by email, telephone, any existing contact form or in any other way, the data you provide when making contact will be processed in order to deal with the request expressed in your message. Due to legal regulations, the data must be archived for 6 years as business correspondence.

## **Data processing for applications**

During the application process, we only process the personal data that you send us with your application. As a rule, this involves the following data:

Surname, first name and date of birth; contact details (telephone number, email address); application data such as curriculum vitae, cover letter and references; if applicable, information about state of health or any severe disability; if applicable, an application photo; account data in the event of reimbursement of travel expenses; if applicable, further information that you provide during interview.

In order to comprehensively evaluate your application, we in any case need the following data: surname, first name, address, telephone number, email, date of birth. All further disclosures are optional.

Your data will be deleted no later than 6 months after the end of the application process for the position you have applied for, unless we have hired you. If we have concluded an employment contract with you, your application data will be included in your personnel file.

Your applicant data will only be passed on to the positions or persons in the company who need it to carry out the application process and to review the applicants.

As part of any application process, we process the data you provide in order to review your application and your suitability for the advertised position as well as to carry out the application process. The legal basis in this respect is § 26 of the Federal Data Protection Act (BDSG).

In addition, it may be necessary for your data to be processed in order to defend or enforce legal claims. We also have a legitimate interest in this purpose. The legal basis for this data processing is Art. 6 para. 1 sentence 1 lit. f GDPR.

If your application documents contain special categories of personal data in accordance with Art. 9 para. 1 GDPR, these will be processed in the context of the application process in order to exercise rights or fulfil obligations under labour law, social security law, and social protection. The legal basis in this respect is Art. 6 para. 1 sentence 1 lit. c GDPR in conjunction with Art. 9 para. 2 lit. b GDPR and § 26 para. 3 BDSG.

## **Legal bases for data processing**

The legal basis for data processing

- in the case of your consent is Art. 6 para. 1 lit. a, Art. 7 GDPR.
- in order to fulfil our contractual obligations towards you and to carry out pre-contractual measures is Art. 6 para. 1 lit. b GDPR.
- in order to fulfil our own legal obligations is Art. 6 para. 1 lit. c GDPR.
- in order to safeguard our legitimate interests is Art. 6 para. 1 lit. f GDPR.

## **Consequences of not providing data**

If you do not provide the data that is to be entered in the marked mandatory fields or that is requested in the course of contract initiation, you will not be able to receive the associated service.

## **Passing on of your data**

We will only pass your personal data on to third parties if:

- you have given your express consent to this (pursuant to Art. 6 para. 1 sentence 1 lit. a GDPR); or
- this is legally permissible and necessary in order to execute contracts with you (Art. 6 para. 1 sentence 1 lit. b GDPR); or
- there is a legal obligation to pass on the data (Art. 6 para. 1 sentence 1 lit. c GDPR); or
- it is necessary to pass on the data in order to assert, exercise or defend legal claims, and there is no reason to assume that you have an overriding interest that is worthy of protection in the non-disclosure of your data (Art. 6 para. 1 sentence 1 lit. f) GDPR.

## **Cookies**

Like many other websites, this website uses cookies. Cookies are small text files that are temporarily stored on your computer. They do not cause any damage to your computer and, in particular, are unable to perform any actions. They do not constitute viruses, Trojans or other malicious software. Cookies are required in order to store information associated with the website on your computer and to transmit it back to the web server on request. This can serve to enable the user to customise the website and, for example, set the language, font size or design of the website. Cookies can also be used to identify the user for the duration of a session.

This is particularly necessary if a shopping basket needs to be created in order to execute orders. Cookies can be "session cookies", which are automatically deleted once your visit to the page has ended and the browser is closed, or can have a defined life span

as "transient cookies". Detailed information on the individual cookies used can be found in the cookie bot. The Controller has a legitimate interest in processing your personal data based on its need to provide a user-friendly and easy-to-operate website.

You have the option of universally or selectively preventing or permitting the acceptance of cookies and of deleting individual or all cookies in the settings of your web browser. Please note that if your web browser does not accept cookies, you will not be able to use features of this website, or will only be able to use them to a limited extent.

### **Third-party services**

If third-party services are used on this website, you will find detailed information on these and setting options in the cookie bot.

### **Data transfer to third countries**

Personal data will only be transferred to a third country or to an international organisation if this is necessary in order to fulfil (pre)contractual obligations or occurs on the basis of consent provided by the data subject, on the basis of a legal obligation, or on the basis of the Controller's legitimate interests. Commissioned data processing in a third country may only take place if there is a guarantee of the same level of data protection, e.g., an adequacy decision by the EU Commission exists, there are suitable guarantees for the enforceability of rights and legal remedies, or the transfer takes place under agreement of the so-called standard contractual clauses with the recipient resident in the third country.

### **Your rights**

The Controller attaches great importance to the protection of your personal data. Your personal data will be deleted, without the need for any request to this effect, once its purpose has been achieved or, if there are statutory archiving obligations, once these have come to an end.

If the data is processed on the basis of consent that you have provided, you can revoke this consent at any time, and without needing to state reasons, with effect for the future. Any such revocation does not affect the legality of the processing carried out on the basis of the consent provided up until the point of revocation, Art. 7 para. 3 GDPR.

You have the right to request information from the Controller about the processing of your personal data, Art. 15 GDPR.

You have the right to request the rectification of the personal data stored about you, Art. 16 GDPR.

You have the right to request the erasure of your personal data, Art. 17 GDPR.

You have the right to request that processing of your personal data be restricted, Art. 18 GDPR.

You have the right to portability of your personal data, Art. 20 GDPR.

You have the right, for reasons arising from your particular situation, to object at any time to processing of your personal data that is carried out on the basis of Art. 6 para. 1 lit. e or f GDPR, Art. 21 GDPR.

For all the above-mentioned matters regarding the processing of your personal data by the above-named Controller, please contact the Controller using the contact details provided above or in the Legal Notice for the website.

You have the right to complain to the competent supervisory authority about the processing of your personal data if you believe that the processing of your personal data violates the provisions of the GDPR, Art. 77 GDPR.