

Privacy Notice for Applicants

according to Art. 13 and 14 of the GDPR

We take data protection very seriously. Below, we explain the ways in which we process your data and what your rights are.

1 Who is responsible for data processing and whom can you contact?

vhf camufacture AG
Lettenstraße 10
72119 Ammerbuch/Germany
+49 7032 97097 000
info@vhf.de

2 Contact details of the data protection officer

data-protection@vhf.de

3 Processing purposes and legal basis

Your personal data will be processed in accordance with the provisions of the General Data Protection Regulation (GDPR), the Federal Data Protection Act (*Bundesdatenschutzgesetz, BDSG*) and other relevant data protection regulations. The processing and use of individual data depends on the agreed or requested service. Further details and supplements concerning the processing purposes can be found in our contract documents, forms, declarations of consent and in other information that is provided to you (e.g. on the website or in the terms and conditions of business).

3.1 Consent (Art. 6(1)(a) of the GDPR)

If you have given us your consent to process personal data, the respective consent forms the legal basis for the type of processing specified there. Declarations of consent can be withdrawn at any time with future effect.

3.2 Performance of contractual obligations (Art. 6(1)(b) of the GDPR)

We will process your personal data for the purposes of processing the application procedure. This processing may also be carried out by electronic means. This will be the case, in particular, if you send your application documents to us, for processing, by electronic means, such as by email or a via a webform on our website.

3.3 Compliance with legal obligations (Art. 6(1)(c) of the GDPR)

We will process your personal data where this is necessary in order to comply with legal obligations.

4 The categories of personal data that we process

The following data are processed:

- Surname, name
- Contact details (e.g. email address, address, telephone number)
- Complete application documents (e.g. resumé, certificates, references)

5 Who will receive your data?

We will pass on your personal data within our company to the departments that require the data to comply with the contractual and statutory obligations or to pursue our legitimate interest. In addition, the following agencies may receive your data:

- Public bodies and institutions where there is a statutory or official obligation and
- other agencies for which you have given us your consent to transfer your data to them.

6 Transmission of your data to a third country or an international organization

Your data will not be processed outside the EU or the EEA.

7 For how long do we store your data?

If the party responsible for their processing concludes an employment contract with an applicant, the transmitted data will be stored for the purposes of handling the employment relationship, in compliance with the statutory provisions. If the person responsible for their processing does not conclude an employment contract with the applicant, the application documents will be deleted automatically six months after notification of the rejection decision, provided that deleting them does not conflict with any other legitimate interests of the party responsible for their processing. In this sense, other legitimate interests means, by way of example, a duty to provide proof in proceedings under the German General Equal Treatment Act (*Allgemeines Gleichbehandlungsgesetz, AGG*).

8 To what extent will automated individual decision-making (including profiling) take place?

We will not use any purely automated decision-making process according to article 22 of the GDPR. If we carry out such processes in individual cases, we will inform you of this separately, if this is required by law.

9 Your data protection rights

You have a right of access under Art. 15 of the GDPR, a right to rectification under Art. 16 of the GDPR, a right to erasure under Art. 17 of the GDPR, a right to restriction of processing under Art. 18 of the GDPR and a right to data portability under Art. 20 of the GDPR. There is also a right to lodge a complaint with a data protection supervisory authority (Art. 77 of the GDPR). Under article 21 of the GDPR, there is, in principle, a right to object to the processing of personal data by us. However, this right to object is available only in very specific circumstances concerning your personal situation and, in this respect, the rights of our company may in some cases impede you right to object. If you wish to assert these rights, please contact our data protection officer (data-protection@vhf.de).

10 The extent of your obligations to provide us with your data

You need only provide such data as are necessary for the application process. Without this data we will not usually be in a position to conclude an employment contract with you. If we ask you for additional data you will be specifically informed that providing the information is voluntary.

11 Your right to lodge a complaint with the competent supervisory authority

You have a right to lodge a complaint with a data protection supervisory authority (Art. 77 of the GDPR). The competent supervisory authority for us is:

The State Commissioner for Data Protection and Freedom of Information
(*Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit*)
Königstraße 10 a
70173 Stuttgart

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