

Data protection information in connection with job applications

Dear applicant,

This letter is to inform you about our processing of your personal data and your rights in this context if you send us your documents either spontaneously or in response to a job advertisement. We protect your personal data in all our business processes in accordance with the EU General Data Protection Regulation (GDPR) and the German Data Protection Act (BDSG). Below we would like to give you an overview of how we process your personal data.

Data controller and contact in data protection matters

We are the controller of the data processing,

CO.DON GmbH
Deutscher Platz 5d
04103 Leipzig, Germany.

You can reach us and our data protection officer, Mr Jens Krügermann (kpp group GmbH), with all your questions about data protection as follows:

CO.DON GmbH
Attn: Data Protection Officer
Deutscher Platz 5d
04103 Leipzig, Germany
Telephone +49 341 991 90 200
Fax +49 341 991 90 309
Email: datenschutz@codon.de

Which personal data do we collect?

Personal data means all information that can be assigned directly or indirectly to a particular individual. This also includes information that can only be attributed to a person indirectly, e.g. by means of attribution to an identifier like a name, an identification number or to site data.

If you apply for a job with us, we receive and process the information that you send us in your application.

- Photographic data, name, address, date of birth, place of birth, information on marital status and children, if applicable,
- information on education and professional experience and additional qualifications, including professional training,
- information about previous employment, including references.

Purpose of collection and use and legal basis for the data processing

The controller collects, processes and uses the personal data you provide exclusively to process the job application (= make a decision on whether to establish an employment contract). Processing your data is necessary for the decision on whether to establish an employment contract (Art. 6(1)(a) in conjunction with Art. 88 GDPR; Sec. 26 para. 1 BDSG).

If there are any departures from the standard application process we will obtain your consent to the processing or disclosure of your data before continuing. This may be the case if we intend to keep your application on file for a longer period (see information on retention periods below) or to consider your application for another job in our company or the group. In these cases your consent is voluntary and you can retract it at any time with future effect.

Your data are only processed for purposes other than those mentioned if this processing is permissible under Art. 6(4) GDPR and consistent with the original purpose. We will notify you before we process your data in this way.

In addition, we process your data to the extent necessary to assert legal claims and defend ourselves against litigation (Art. 6(1)(f) GDPR) or to meet legal obligations (Art. 6(1)(c) GDPR).

Transfer of data

As a rule, your data are processed within the group in the central HR department and forwarded to the functional departments as necessary for a recruitment decision. If relevant, your data are processed for a company subsidiary. This is based on contractual arrangements within the group and Art. 6(1)(f) GDPR. Furthermore, there may be an interest within the group in transferring your data to other group companies to which you did not apply, if suitable vacancies are available there. In this case your data will only be transferred with your prior consent.

We do not transmit personal data to third parties outside the European Economic Area (EEA).

What rights do you have?

You have a right to demand **access** to your personal data stored by CO.DON GmbH at any time.

Furthermore, you have a right to **rectification** of your personal data if they are incorrect. You have the right to obtain from us the **erasure** of personal data concerning you. You have a right to erasure, for example, if we no longer need the personal data for the purpose for which they were collected and are not allowed to continue processing them for any other reason. If we have a statutory obligation to erase the data (Art. 17 GDPR) they will be erased automatically. You have the right to **restrict** the processing of data which has been excessively processed.

Furthermore, you have the right to **transfer** all the data you have provided to us in a common data format (right of data portability), to the extent that you have provided us with data in the context of a consent declaration or the performance of a contract.

If you also have a right to object to individual processing methods, you are notified when the individual methods are described.

To assert your rights you can approach us by post at the above address and by phone, email or fax.

You also have the right to complain to a data protection authority about our processing of your personal data.

Data is provided freely

As a rule, you provide all personal data freely.

Erasure of data

Your application data are stored and processed in our personnel data processing system. Access to applicant data is organised so that only authorised persons have access.

Your personal data are only stored for as long as the data are required to prepare or perform a contract of employment.

If an employment contract is not signed we will store your personal data for a maximum of 6 months for documentary purposes under the Equal Treatment Act (AGG).

If an employment contract is signed (recruitment) we will transfer the necessary information from your application to your personnel file.