

Privacy Information for Applicants

Information on data protection regarding our processing of personal data pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR)

Dear Applicants,

In accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR), we hereby inform you about the processing of your personal data and your related data-protection rights. The specific data processed and the way in which it is used depend largely on the services requested or agreed. To ensure that you are fully informed about the processing of your personal data in connection with the performance of a contract or the implementation of pre-contractual measures, please take note of the following information.

Contact details of the controller:

EKL AG
Nadlerstrasse 8-10 88299 Leutkirch

Managing Director:
Hans-Jürgen Möchel
Nadlerstrasse 8-10 88299 Leutkirch
Email: info@ekl-ag.de
Tel.: +49 (0) 75 61 9837-0

Managing Director:
Helmar Schulze
Nadlerstrasse 8-10 88299 Leutkirch
Email: info@ekl-ag.de
Tel.: +49 (0) 75 61 9837-0

Contact details of the Data Protection Officer:

dsgvoschutzteam.com - Lukmann Consulting GmbH
Packerstraße 131a A-8561 Söding
Email: service@dsgvoschutzteam.com
Tel.: +49 7223 95 666 77

Definitions of data categories

Data category	Description
Educational background	Chronology of schools, institutions and universities attended; type of courses attended; diplomas passed; examination results; other qualifications obtained; assessments of academic progress.
Career history	Previous positions and employers, periods of unemployment, military service.

Professional qualifications	Professional qualifications and training, special licences (pilots, etc.).
Personal identification data	Name, title, private and business address, previous addresses, private and business telephone number, identification numbers assigned by the controller.
Personal details	Age, gender, date of birth, place of birth, marital status and nationality.
Application	Employment date, recruitment method, recruitment source, references, details of the probationary period.
Salary	Payments and deductions, salary, commissions, bonuses, expenses, gratuities, benefits, loans, fees, deductions, pension deductions, union dues, payment methods, date of last salary increase.
Immigration status	Details of visa, work permit, residence or travel restrictions, and special conditions linked to the right of residence.
Company assets held by employees	Company cars, work tools, spare parts and other items held by the employee.
Current employment	Employer, job title, job description, grade, employment date, place of work, specialisation or type of business, working arrangements and conditions, previous roles and prior experience with the current employer.
Image recordings	Films, photographs, video recordings, digital photographs.
Electronic identification data	IP addresses, cookies, connection times, electronic signature, browser used, end device used, times of visits to or use of a web service, time of consent or approval, operating system, referrer URL.

General information on the purpose and legal basis of processing

We process your personal data in accordance with the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG), insofar as this is necessary for entering into, carrying out or performing a contract or for taking pre-contractual measures. Where personal data is required to initiate or carry out a contractual relationship or in connection with pre-contractual measures, processing is lawful pursuant to Art. 6(1)(b) GDPR.

If you give us explicit consent to process personal data for specific purposes (e.g. disclosure to third parties, analysis for marketing purposes or promotional contact by email), the processing is lawful on the basis of your consent pursuant to Art. 6(1)(a) GDPR. Consent may be withdrawn at any time with effect for the future (see also section 4.b.).

Where necessary and legally permissible, we process your data beyond the actual contractual purposes in order to comply with legal obligations pursuant to Art. 6(1)(c) GDPR. In addition, processing may take place to safeguard our legitimate interests or those of third parties and to defend against or assert legal claims pursuant to Art. 6(1)(f) GDPR. Where required by law, we will inform you separately and state the legitimate interest concerned.

04.02 Applicant Administration (Applicant File)

Purpose:	Recruitment of new employees; filing of applications to support applicants effectively throughout the application process.
Data categories:	• Professional qualifications • Career history • Personal details • Personal identification data • Educational background
Legal basis:	2. Performance of a contract (Art. 6(1)(b) GDPR)
Categories of recipients:	Internal department

04.03 Communication with the Applicant

Purpose:	Conducting necessary communication with the applicant by telephone, email or post to arrange appointments and communicate acceptances or rejections.
Data categories:	Personal identification data
Legal basis:	2. Performance of a contract (Art. 6(1)(b) GDPR)
Categories of recipients:	Internal department

04.04 Applicant Interview / Assessment

Purpose:	Recording the interview with the applicant and relevant information for a possible hiring decision.
Data categories:	• Application • Immigration status • Current employment • Salary • Personal identification data • Company assets held by employees •
Legal basis:	4. Balancing of legitimate interests (Art. 6(1), sentence 1, point (f) GDPR)
Categories of recipients:	Internal department

04.07 Hiring the Applicant

Purpose:	Transfer of the applicant into the workforce / employment relationship.
Data categories:	• Professional qualifications • Career history • Personal details • Personal identification data • Educational background •
Legal basis:	1. Compliance with a legal obligation (Art. 6(1)(c) GDPR)
Categories of recipients:	Internal department

08.23 Video and Audio Conferences	
Purpose:	Video conferences are held to conduct online meetings and presentations.
Data categories:	• Image recordings • Electronic identification data • Personal identification data
Legal basis:	4. Balancing of legitimate interests (Art. 6(1), sentence 1, point (f) GDPR)
Categories of recipients:	External participants Internal department

Transfer to a third country

No transfer to a third country is intended.

Duration of data storage

Where necessary, we process and store your personal data for the duration of our business relationship or for the fulfilment of contractual purposes. This also includes, among other things, the initiation and processing of a contract.

In addition, we are subject to various retention and documentation obligations arising, among other things, from the German Commercial Code (HGB) and the German Fiscal Code (AO). The prescribed retention and documentation periods range from two to ten years.

Finally, the storage period also depends on statutory limitation periods, which, for example, under sections 195 et seq. of the German Civil Code (BGB) are generally three years but may in certain cases be up to thirty years.

Your rights

Every data subject has the right of access under Art. 15 GDPR, the right to rectification under Art. 16 GDPR, the right to erasure under Art. 17 GDPR, the right to restriction of processing under Art. 18 GDPR, the right to notification under Art. 19 GDPR and the right to data portability under Art. 20 GDPR.

In addition, you have the right to lodge a complaint with a data-protection supervisory authority under Art. 77 GDPR if you believe that the processing of your personal data is unlawful. This right is without prejudice to any other administrative or judicial remedy.

Where data is processed on the basis of your consent, you are entitled under Art. 7 GDPR to withdraw your consent to the use of your personal data at any time. Please note that withdrawal only takes effect for the future; processing carried out before withdrawal is not affected. Please also note that we may have to retain certain data for a specified period in order to comply with legal requirements (see also section 4.a.).

To exercise your rights, you may contact us using the contact details given in section 1.a.

Right to object

Where your personal data is processed pursuant to Art. 6(1)(f) GDPR for the purposes of legitimate interests, you have the right under Art. 21 GDPR to object at any time, on grounds relating to your particular situation, to the processing of this data. We will then no longer process this personal data unless we

can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is necessary for the establishment, exercise or defence of legal claims.

In individual cases, we process your personal data for direct marketing. You have the right to object at any time to processing for such marketing purposes. This also applies to profiling insofar as it is related to such direct marketing. If you object to processing for direct marketing, we will no longer process your personal data for these purposes.

Requirement to provide personal data

The provision of personal data for a decision on entering into a contract, for performance of the contract or for pre-contractual measures is voluntary. However, we can make a decision in the context of contractual measures only if you provide the personal data required for entering into the contract, performing the contract or taking pre-contractual measures.

Automated decision-making

As a rule, we do not use fully automated decision-making within the meaning of Art. 22 GDPR to establish, perform or conduct the business relationship or for pre-contractual measures. If we use such procedures in individual cases, we will inform you separately or obtain your consent where required by law.