

# Transparency and information obligations for applicants bdtronic GmbH

## according to the EU General Data Protection Regulation (EU- GDPR)

With this document, we inform you about the processing of your personal data by bdtronic GmbH and the rights granted to you under the Data Protection Act.

### Responsible authority / Data Protection

Address: bdtronic GmbH  
Ahornweg 4  
97990 Weikersheim

Contact information: [www.bdtronic.de](http://www.bdtronic.de)  
[Info@bdtronic.de](mailto:Info@bdtronic.de)  
09734/104-0

Contact Data Protection: [Datenschutz@bdtronic.de](mailto:Datenschutz@bdtronic.de)

### Categories / Origin of the data

As part of the employment relationship, we process the following personal data:

#### Personal Data

- Surname, first name, name addition, date of birth
- Contact details (address, telephone number, email address)
- If applicable, work permit / residence permit
- If necessary, criminal record / certificate of good conduct
- Diplomas and certificates

Your personal data will generally be collected directly from you during the application process.

We also use personally identifiable information that we have legitimately gained from publicly available directories (such as professional networks).

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Patrick Vandenhijn

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Court of registry  
District court Ulm, HRB 680784

Sparkasse Tauberfranken  
Commerzbank Würzburg  
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## **Purposes and legal bases of data processing**

When collecting and processing your personal data, the provisions of the EU-GDPR, the German Federal Data Protection Act (BDSG-new) and all other (labour-) law provisions are always complied with.

According to Art. 88 (1) EU-GDPR in combination with § 26 (1) German Federal Data Protection Act (BDSG-new), personal data of employees may be processed for employment purposes if this serves the decision to establish an employment relationship or after the employment relationship has been established or terminated.

In addition, a permission to process data, including special categories of personal data, may result from certain other laws, in particular due to industry-specific (compliance) requirements.

Of course, a data protection regulation may also represent your consent to data processing. Here we clarify you about the purpose of the data processing and about your right of withdrawal according to kind 7 paragraph 3 of the EU-GDPR, Art. 88 (1) EU-GDPR in combination with Section 26 (2) German Federal Data Protection Act (BDSG-new). If the consent also relates to the processing of special categories of personal data, we will expressly inform you in the consent, Art. 88 (1) EU-GDPR in combination with Section 26 (3) German Federal Data Protection Act (BDSG-new).

Processing of special categories of personal data within the meaning of Article 9 (1) of the EU GDPR will only take place if this is required by law and there is no reason to believe that your legitimate interest in excluding processing is outweighed, Art. 88 (1) EU-GDPR in combination with Section 26 (3) German Federal Data Protection Act (BDSG-new).

Completed if necessary, if a data processing in accordance with a balance of interests acc. Art. 6 (1) part f EU-GDPR's, these should be indicated additionally.

## **Storage duration of the data**

As soon as your data is no longer required for the above purposes, your data will be deleted after a minimum retention period of 6 months after rejection by us. Furthermore, the data will only be stored in cases in which we are obliged or authorized to do so, e.g. if you have given us the permission (in this case for a maximum of 12 months) to store your data for a certain, longer period or to exercise legal rights. Regulations that oblige bdtronic to keep records can be found, for example, in the Commercial Code or in the Tax Code. A retention period can take up to ten years. In addition, limitation periods have to be observed. Should we enter into an employment relationship with you, the relevant applicant data will be stored with us provided that they are still relevant for the employment relationship.

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## Recipient of the data / categories of recipients

In our company, we ensure that only those departments and individuals receive your application data, which they need to complete the application process. If necessary, applications are forwarded to our subsidiaries in the US or China.

## Rights of the person concerned

The rights for you as the person concerned are standardized in Articles 15 - 22 EU-GDPR. This includes:

- The right to information (Article 15 EU-GDPR)
- Right to rectification (Article 16 EU-GDPR)
- The right to cancellation (Article 17 EU-GDPR)
- The right to restriction of processing (Article 18 EU-GDPR)
- The right of objection to the processing (Art. 21 EU-GDPR)
- The right to data portability (Article 20 EU-GDPR)

To claim these rights, please contact:

Datenschutz@bdtronic.de

**If we process your data in order to safeguard legitimate interests, you can object to this processing at any time for reasons that arise from your particular situation; this also applies to profiling based on these provisions. We will then no longer process your personal information unless we can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is intended to assert, exercise or defend legal claims.**

**If we process your personal data for the purpose of direct mail, you have the right to object without giving reasons; this also applies to profiling insofar as it is associated with such direct mail. If you object to the processing for direct marketing purposes, we will no longer process your personal data for these purposes.**

## Right of appeal

You have a right of appeal to a data protection supervisory authority.

## The Transfer of Personal Data to Third Countries

Data transfer to third countries (outside the European Union or the European Economic Area) only takes place if you have given us your consent or if this is required by law.

We submit your personal data to a service provider or to affiliated companies outside the European Economic Area: (USA, China). Compliance with the data protection level is guaranteed by binding corporate privacy policies.

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### **Obligation to provide the data**

The decision for a conclusion of an employment contract - the chances of success of an application – is not possible without the provision of certain personal details and data. Additionally, at this stage, there are legal rights and obligations bdtronic needs to respect, that require that certain data must be queried. In doing so, we respect the principle of data minimization and data avoidance by keeping the personal data you are providing us to the absolute minimum to fully review your application, or to the extent we are legally bound to collect the information.

### **Automated individual decisions**

We do not use purely automated processing for the establishment of a decision.

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