

## Data Protection Information for applicants

about your rights and the handling of your personal data

### Information pursuant to Art. 13 and 14 of the General Data Protection Regulation (GDPR)

With the following information we would like to give you an overview of the processing of your personal data by us and your rights in this regard. Which data is processed specifically and how it is used depends to a large extent on the services requested or agreed in each case. Therefore, not all parts of this information will apply to you.

In addition, this privacy notice may be updated from time to time. You can always find the latest version on our website:

### Who is responsible for data processing and whom can I contact?

Controller in the sense of the GDPR is:

HIMA Paul Hildebrandt GmbH  
**Albert-Bassermann-Str. 28**  
**D-68782 Brühl bei Mannheim**  
**Germany**

Phone: +49 (0) 6202/709-0  
E-Mail: [career\(at\)hima.com](mailto:career(at)hima.com)

You can reach our external data protection officer at:

**Data Protection Officer of HIMA Paul Hildebrandt GmbH**  
c/o activeMind AG  
Management- und Technologieberatung  
Kurfürstendamm 56  
10707 Berlin  
Germany

Phone: +49 (0) 30 / 770 19 10 70  
E-Mail: [datenschutz@hima.com](mailto:datenschutz@hima.com) oder [privacy@hima.com](mailto:privacy@hima.com)

### We process your data for the following purposes and on the following legal basis:

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG):

#### **For the fulfilment of pre-contractual obligations (Art. 6 para. 1 let. b in conjunction with Art. 88 GDPR and § 26 BDSG)**

The data provided by you will be processed exclusively for the purpose of evaluating your professional eligibility and contacting you.

The processing is carried out to establish an employment relationship within the framework of the implementation of pre-contractual measures, which are carried out on request.

#### **To fulfill contractual obligations (§ 26 BDSG)**

The processing of data takes place to carry out or terminate the employment relationship within the framework of the existing contract with you or to carry out pre-contractual measures, which are carried out on request. If you claim additional benefits (e.g. childcare allowance), your data will be processed to fulfil these additional benefits to the extent necessary.

#### **As part of the balancing of interests (Art. 6 para. 1 let. f GDPR)**

If necessary, we process your data beyond the actual fulfilment of the contract to protect the legitimate interests of us or third parties. Examples of such cases are:

- measures for building and equipment security (e.g. operation of video cameras, access controls, locking systems, alignment with sanctions lists),
- enforcement of legal claims and defense in legal disputes.

#### **Who receives your data?**

##### **Internally**

Our employees, insofar as this is necessary for the contact with you and for the fulfilment of our contractual and legal obligations (including the fulfilment of pre-contractual measures).

##### **As part of order processing (external recipients)**

Your data may be passed on to service providers who work for us as contract processors. These may be other group companies and/or external service providers from the following areas:

- Support or maintenance of electronic data processing or IT applications
- Data destruction
- Implementation of assessment centers

All service providers are contractually bound and, in particular, obliged to treat your data confidentially.

##### **Other recipients (third parties)**

Data will only be passed on to recipients outside our company in compliance with the applicable data protection regulations. Recipients of personal data can be, for example:

- External data protection officer

In addition, we have contractually agreed with our service providers that guarantees regarding data protection in compliance with the European data protection level must always exist with their contractual partners.

### **Is data transferred to a third country or to an international organisation?**

A data transfer to places in countries outside the European Economic Area (so-called third countries) takes place, provided that:

- it is required by law (e.g. tax reporting obligations),
- you have given us your consent, or
- we have concluded a data processing agreement with our service provider. In this case, your data will only be transmitted if either:
  - the European Commission has decided that an adequate level of protection exists in the third country (Art. 45 GDPR), or
  - on the basis of appropriate safeguards (standard data protection clauses issued by the EU Commission).

We will provide you with a copy of these safeguards upon request.

### **How long is your data stored?**

If your application is rejected, it will be deleted six months after notification of the decision. If you agree to be included in the Talent Pool after rejection of your application, your data will be stored for 18 months.

If an employment relationship is established, the application documents are stored at least for the duration of the activity.

### **What data protection rights do you have?**

You have the right of access under Article 15 GDPR, the right to rectification under Article 16 GDPR, the right to erasure under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR, the right to object under Article 21 GDPR and the right to data portability under Article 20 GDPR.

Restrictions according to §§ 34 and 35 BDSG may apply to the right of access and the right to erasure.

In addition, there is a right to lodge a complaint with a supervisory authority (Article 77 GDPR in conjunction with § 19 BDSG). A list of the supervisory authorities (for the non-public sector) with addresses can be found at:

[https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/addresses\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/addresses_links-node.html).

### **Are you obliged to provide your data?**

As part of the contractual relationship, you must provide the personal data that is required for the commencement, performance and termination of the contractual relationship and for the fulfilment of the

associated contractual obligations or which we are legally obliged to collect. Without this information, we will generally not be able to enter into or execute the contract with you.

### **Information about your right to object to processing according to Article 21 General Data Protection Regulation (GDPR)**

#### Right to object in individual cases

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Article 6 para. 1 let. f GDPR (data processing based on a balancing of interests).

If you file an objection, we will no longer process your personal data, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defense of legal claims.

#### **Recipients of an objection**

If you wish to enforce your right to object, simply send us an e-mail:

E-mail: [career\(at\)hima.com](mailto:career(at)hima.com)