

## Data Protection Information for Applicants

regarding your rights and the handling of your personal data

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

The responsible entities are:

HIMA Paul Hildebrandt GmbH, Albert-Bassermann-Str. 28, 68782 Brühl, Germany

HIMA ITALIA SRL, Via Trieste n. 26/28, 20871 Vimercate MB, Italy

HIMA FRANCE S.A.R.L., Parc de la Haute Maison, 1 Allée Lorentz, 77420 CHAMPS sur MARNE, France

HIMA Benelux B.V., Mijkenbroek 18, 4824 AB Breda, Netherlands

HIMA Slovakia s.r.o, Vodná 23, 94901 Nitra, Slovakia

Phone: +49 (0) 6202 / 709-0, e-mail: [info@hima.com](mailto:info@hima.com)

*Your actually responsible entity depends on whom you address your application to.*

The data protection officer for HIMA Paul Hildebrandt GmbH is:

Thomas Göhrig

Audit GmbH Karlsruhe Stuttgart, Wirtschaftsprüfungsgesellschaft, Heilbronner Straße 41, 70191 Stuttgart, Germany, e-mail: [datenschutz@hima.com](mailto:datenschutz@hima.com)

### 2) Data categories, purposes and legal bases for processing

Personal data is processed to carry out checks within the framework of the application procedure and subsequent decision-making process with regard to possible recruitment. The legal basis for this is Article 6 (1)(b) GDPR in conjunction with other nationally applicable data protection laws, if applicable. In addition, we shall process your personal data if you have given us your consent to do so (Article 6 (1)(a) and Article 7 GDPR).

Personal data is also processed based on the relevant labor law regulations (e.g. national employee laws, German Works Constitution Act).

In particular, relevant personal data is information relating to your professional career (e.g. training and further education, certificates), performance records, assessments, as well as your personal data, such as name and contact details. This may also include special categories of personal data, such as health data. In addition, we may process job-related information made publicly available by you, such as a profile on professional social networks.

Where necessary, we shall also process your data to protect the following legitimate interests: For the purpose of internal communication, for administrative purposes or for defense against legal claims from the application procedure asserted against us (Article 6 (1)(f) GDPR).

Within the framework of the application process, there is no obligation to provide data. It goes without saying that we can only include the data we have received from you in the decision-making process.

### 3) Disclosure of your data

Within our organization, only those departments that require your data to fulfill our contractual and legal obligations shall have access (e.g., the HR department and the respective executive staff). In addition, processors contracted by us may receive data for these purposes. These are usually host providers or providers of applicant management systems.

The transmission of your personal data to companies of the HIMA group of companies shall only take place if these provide central personnel services within the scope of order processing or a justified interest.

Data will be transferred to third countries if the Group company for which you are applying is located in a third country. The level of data protection here is ensured either by adequacy decisions of the EU Commission or by other data protection guarantees (e.g., EU standard contract clauses). Further information on the guarantees can be obtained from the responsible entity mentioned under 1).

Furthermore, due to international legislation (e.g., anti-terror regulations) we are obliged to compare your data with so-called "sanction lists".

#### **4) Storage period for your data**

We shall process your personal data for the duration of the application process, i.e., until an applicant is hired for the position for which you have applied. If you are hired, we will separately inform you in a further information letter about the use of your personal data within the framework of an existing employment relationship.

After completion of the application process, we shall delete your personal data within 6 months, unless storage is required due to legal disputes and/or you have given us permission to continue to store your data.

#### **5) Your data protection rights**

You have the right to information about your personal data processed by us, as well as rights to data portability, rectification, erasure, and restrictions on the processing of your personal data, in accordance with Articles 15-20 of the GDPR. Furthermore, you have the right of appeal to a data protection supervisory authority, in accordance with Article 77 of the GDPR.

You have the right to object at any time to the processing of your personal data that is carried out pursuant to Article 6 (1)(e) GDPR (data processing in the public interest) and Article 6 (1)(f) GDPR (data processing based on a balance of interests). In individual cases, we process your data for the purposes of direct marketing. You have the right to object at any time to the processing of your personal data for the purposes of such advertising; this also applies to profiling, to the extent that it is associated with such direct marketing. In addition, you may revoke any declarations of consent at any time.

Should you make an objection, we shall no longer process your personal data unless we can prove compelling and legitimate reasons for its processing that outweigh your interests, rights, and freedoms, or the processing serves to assert, exercise, or defend legal claims. The lawfulness of processing based on the consent until the objection shall remain unaffected. The objection, which is not subject to a specific form, can be made to the responsible entity stated under section 1).