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## Information in accordance with Article 13 GDPR

### Application and employment

#### **Data protection officer:**

Thomas Schneider, DSB Baden GmbH

(Please include our company name in the subject line when contacting us)

sho-datenschutz@schneeberger.com

#### **Legal basis for data processing:**

- Article 6(1)(b) GDPR (establishment and implementation of a "contractual relationship")
- Section 26 German Federal Data Protection Act (BDSG) (data processing for purposes of the employment relationship)
- Article 6(1)(c) GDPR (fulfillment of legal obligations)

#### **Purposes of processing:**

- Selection of suitable applicants
- Fulfillment of the contractual relationship with an employee in accordance with Article 26(8) BDSG
- Fulfillment of an employment relationship, including compliance with legal requirements (e.g., reporting to authorities, payment of taxes and social security contributions)

#### **Recipients (categories) of personal data:**

Application: No transfer to other agencies outside the company but only inspection by HR and internal decision-makers.

Employment: Authorities (e.g., tax authorities), other agencies and social security funds: In each case, only the information that is to be transmitted from an employment relationship. Where appropriate, this data shall not be transmitted to us until an applicant enters the company.

#### **Storage period:**

Applicant data: Until a decision has been made. If the applicant is hired, this data will be transferred to their personnel file. If the applicant is rejected, all applicant information will be sent back (paper file) or deleted after 2-4 months, while taking into account the General Equal Treatment Act (AGG).

Employee data: In the case of employment, the application data will be deleted at the earliest at the end of the employment relationship. Paper applications can also be returned earlier after they have been digitized. After termination of the employment relationship, the application documents provided will be given to the employee or deleted after handling any outstanding issues (e.g., reference documents) and expiration of possible retention periods.

Information that has been added to the personnel file in the course of the employment relationship will be deleted or destroyed after expiration of retention periods (e.g., information on pension insurance) or if the purpose no longer applies (e.g. sickness notifications, leave requests, warnings, proof of benefits). This can partially also occur during employment. Some deadlines do not start until the employee leaves the company (e.g., obligation to provide proof to the statutory pension insurance company). This information will only be destroyed or deleted after expiration of these deadlines, insofar as the employee has not expressed any interest in long-term storage.

**Your rights – rights of the data subject under the GDPR:**

Articles 12 - 23 GDPR regulate the rights of the data subject, i.e. your rights regarding the handling of your personal data. With regard to us, the most important of these are:

- Right of access to information according to Article 15 GDPR
- Right to correction according to Article 16 GDPR
- Right to deletion according to Article 17 GDPR
- Right to restriction of the processing according to Article 18 GDPR
- Where applicable: Right to data portability according to Article 20 GDPR
- Right to object to the processing according to Article 21 GDPR
- Right to lodge a complaint: In accordance with Article 13(2)(d) GDPR, you have the right to lodge a complaint with a data protection supervisory authority. You can find a list of data protection commissioners in Germany and their contact information at the following link: [https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)

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