

# Data protection information for applicants

– Information pursuant to Art. 13, 14 and 21 of the EU General Data Protection Regulation (GDPR) –

Thank you for your interest in our company, we are delighted that you are considering to apply for a position in our company or have already done so. Please find below some information on how we process your personal data in connection with your application. You can find the most recent version on our website under:

[www.gehwol.de/gdpr](http://www.gehwol.de/gdpr).

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

The controller is:

EDUARD GERLACH GmbH  
Chemische Fabrik  
Bäckerstraße 4 - 8  
32312 Lübbecke  
Phone: 0 57 41 / 3 30-0  
Fax: 0 57 41 / 34 73 00  
E-mail: [info@gehwol.de](mailto:info@gehwol.de)

You can also find more information on our company and authorised representatives as well as other options for contacting us in the imprint on our website: [www.gehwol.de](http://www.gehwol.de).

## 2. Types of personal data we collect

We process all data that you made available to us as part of your application in order to assess your suitability for the desired position (or any other openings we may have) and to complete the application process. This may include:

- Title and names
- Address
- Date of birth and civil status
- Contact details (phone numbers, e-mail addresses)
- CV
- Certificates
- Photos

## 3. What is the legal basis?

The primary legal basis for processing your personal data as part of the application process is § 26 *BDSG* [*Bundesdatenschutzgesetz*, Federal Data Protection Act] as amended in conjunction with Art. 88(1) GDPR. These regulations permit the processing of any data that is necessary to make a decision about offering you employment.

Should the data be required after the application process is complete or to assert rights, data may be processed in accordance with the provisions of Art. 6 GDPR, especially in cases where our justified interest pursuant to Art. 6(1) point f) GDPR is concerned. In this case, asserting or defending ourselves against a claim is our justified interest.

## 4. Who will get my data?

After we have received your application, your application details will be disclosed to the human resources department. Applications of suitable applicants will then be forwarded internally to the head of the department in which a position is available. All further steps are then coordinated. In general, only those members of the company have access to your information who require such access to complete the application process. Your data will only be processed within our company.

## 5. Are data transmitted to a third country or to an international organisation?

Your data will only be processed within the European Union and in member states of the European Economic Area (EEA).

## **6. How long will my data be retained?**

Data pertaining to applicants will be deleted after 6 months if the application was unsuccessful. This period is designed as a protection against claims under the *Allgemeines Gleichbehandlungsgesetz (AGG)* [Equal Treatment Act]. If you have agreed to your personal data being stored beyond that period, we will add your details to our pool of applicants. The information will be deleted from that pool after two years. If your application was successful and you are offered a position, we will transfer the data from the applicants data system into our personnel data system.

## **7. What are my rights under data protection law?**

You have the right to access pursuant to Art. 15 GDPR;  
the right to rectification pursuant to Art. 16 GDPR;  
the right to erasure pursuant to Art. 17 GDPR;  
the right to restriction of processing pursuant to Art. 18 GDPR;  
the right to objection pursuant to Art. 21 GDPR and the right to data portability pursuant to Art. 20 GDPR. The rights of access and erasure may be subject to restrictions according to Sections 34 and 35 *BDSG*.

Furthermore, you have the right to lodge a complaint with a competent supervisory authority for data protection (Art. 77 GDPR in conjunction with Art. 19 *BDSG*). Our competent supervisory authority is:

*Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen*  
[State Officer for Data Protection and Freedom of Information of North Rhine-Westphalia] Kavalleriestr. 2-4,  
40213 Düsseldorf  
Phone: 0211/38424-0, Fax: 0211/38424-10, E-mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

## **8. Information about your right to object pursuant to Art. 21 General Data Protection Regulation (GDPR)**

### **Objection on a case-by-case basis**

**You have at all times the right to object to any processing of your personal data pursuant to Art. 6(1) point f) GDPR (processing of data following an evaluation of interest) based on reasons stemming from your personal circumstances; this also applies to any profiling in terms of Art. 4 no 4 GDPR that is based on those provisions.**

**If you do raise objections, we will no longer process your personal data for these reasons unless we have proof of compelling reasons that protect processing on our part which prevail over your interests, rights and freedoms, or where such processing is necessary for the establishment, exercise or defence of legal claims.**

### **Recipient of an objection**

You can send an informal complaint that includes your name, address and date of birth to our data protection officer using the subject line "Complaint".

## **9. Our data protection officer**

We have appointed a data protection officer for our company. You can contact the officer under:

EDUARD GERLACH GmbH  
c/o Datenschutzbeauftragter  
Bäckerstraße 4 – 8, 32312 Lübbecke  
Phone: 0 57 41 / 3 30-0, E-mail: [datenschutz@gehwo.de](mailto:datenschutz@gehwo.de)