

Privacy Policy

of GROB-WERKE GmbH & Co. KG

on the processing of applicant data

Mindelheim, 28.06.2018

Thank you for visiting our career page and for your interest in our company. Whenever you apply for a job in our company, we will of course receive a great deal of information that you provide during the application process. The protection of your personal data is important to us and takes top priority. We guarantee, as a matter of course, compliance with the legal data protection regulations and treat both the fact that you have made an application and your data as confidential.

This Privacy Policy describes how your personal data are processed by GROB-Werke GmbH & Co. KG and your rights under data privacy laws.

Who is responsible for data processing and who is the Data Protection Officer?

The responsibility for data processing lies with
GROB-WERKE GmbH & Co. KG
Industriestraße 4
87716 Mindelheim
Tel.: +49 8261 996-0
e-mail: personal@grob.de

Details about the Data Protection Officer
Dieter Maschke
Industriestraße 4
87716 Mindelheim
Tel.: +49 8261 996-0
e-mail: datenschutz@grob.de

Which persona data do we collect and where do they originate?

We process the following personal data as part of the application process:

- data about you (including first name, last name, name affixes, date of birth)
- work permit/residence permit where required
- contact data (such as private address, (cell) telephone number, e-mail address)
- Skill data (e.g. specific knowledge and abilities)
- where relevant for the advertised position: health and fitness
- other data from the application records (such as grades, periods of employment)

Your personal data are essentially collected from you during the employment process, more particularly from the applications records, the interview and from the personnel questionnaires. In case of a job placement, we will also receive data from third parties. In addition, we may process personal data that we have legitimately obtained from publicly accessible sources (e.g. professional networks such as Xing). We will of course tell you how we use these data.

For which purposes and on which legal basis are data processed?

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (DS-GVO) and the German Federal Data Protection Act (BDSG).

Data are processed first and foremost to justify the employment relationship. The primary legal basis is Art. 88, para. 1 DS-GVO in conjunction with Section 26, para. 1 BDSG.

Your data are processed exclusively for the purpose of filling the particular position for which you applied.

It may also be necessary to process health data in order to assess your fitness for the position in accordance with Art. 9, para. 2 h) in conjunction with Section 22, para. 1 b) BDSG.

If, in case of a rejection, you wish to be incorporated into our Talent Pool, we will require your Declaration of Consent.

If you wish your application to be considered for other vacancies within the Group, we will require your Declaration of Consent.

Moreover, we are obligated under European Anti-Terror Regulations 2580/2001 and 881/2002 to compare your data against the so-called "EU Terror Lists". This is to ensure that no money or other economic resources are provided for terrorist purposes.

How long are your data stored?

In case of employment, we will place your application records in your personnel file. At the end of the employment relationship, we will continue to store those personal data that we are required to retain by law. It may also be that GROB-Werke GmbH & Co. KG retain data for the period during which claims can be made against us (statutory limitation period of three years or up to thirty years).

In case of a rejection, your application records will be deleted six months after the application process closes at the latest, unless you have granted your consent to a longer period of storage (Talent Pool). Your data will be stored in the Talent Pool for a maximum of 12 months.

Who receives your data?

Within our company, only those persons and departments (e.g. HR, specialist department, management, works council) that are involved in the decision about your employment will receive your data. Where legally prescribed, the Severely Disabled Persons Representative. The disclosure about a severe disability or equivalent condition is at your discretion as the applicant. If you disclose a severe disability or equivalent condition and do not explicitly refuse the involvement of the Severely Disabled Persons Representative, the Severely Disabled Persons Representative will be informed, in accordance with Section 164, para. 1, sentence 4 SGB IX about your application as soon as it is received. Moreover, your application can then be viewed by the Severely Disabled Persons Representative concerned.

Transmission of personal data to a third party country

There is no intention to transmit personal data to a third party country.

References to the rights of affected parties

The affected person shall be entitled demand from the responsible party a confirmation as to whether their personal data are being processed; if this is the case, they have a **right to information** about these personal data and to the information individually listed in Art. 15 DS-GVO (General Data Protection Regulation).

The affected person shall be entitled to immediately demand from the responsible party the **correction of** incorrect personal data that concerns them and the **completion of** any incomplete personal data (Art. 16 DS-GVO).

The affected person has the right to demand from the responsible party the immediate deletion of their personal data, insofar as one of the reasons individually listed in Art. 17 DS-GVO applies, e.g. if the data is no longer required for the pursued purpose (**right to deletion**).

The affected person has the right to demand from the responsible party the **limitation of processing** if one of the prerequisites listed in Art. 18 DS-GVO is met, e.g. if the affected person has lodged an objection to processing, for the duration of the examination by the responsible party.

The affected person has the right, for reasons ensuing from their particular situation, to **object** to the processing of their personal data at any time. In this case, the responsible party will cease to process the personal data unless they are able to demonstrate legitimate grounds for such processing that outweigh the interests, rights or freedoms of the affected person, or the processing serves to assert, exercise or defend legal claims (Art. 21 DS-GVO).

If the prerequisites of Art. 20 DS-GVO are met, you shall be entitled to data portability.

Should you exercise your rights as mentioned above, GROB-WERKE shall verify whether the legal prerequisites are met.

Recipient of an objection

The objection can be made informally with the reference "Objection" stating your name and address and should be sent to:

GROB-WERKE GmbH & Co. KG
Industriestraße 4
87719 Mindelheim
e-mail: personal@grob.de

Each affected party, notwithstanding any other administrative or judicial remedies, has the **right to complain to a supervisory authority**, if the affected person believes that the processing of their personal data is in contravention of the DS-GVO (Art. 77 DS-GVO). The affected person can exercise this right at a supervisory authority in the member state of their place of residency, their place or work or the place of the presumed infringement.

The competent supervisory authority in Bavaria is:	Internal data protection:
Bavarian Regional Office for Data Protection Supervision (BayLDA)	GROB-WERKE GmbH & Co. KG Company Data Protection Officer (bDSB)
Promenade 27	Industriestraße 4
91522 Ansbach	87719 Mindelheim
Phone: +49 981 53 1300	Tel.: +49 8261 996-0
Fax: +49 981 53 98 1300	Fax: +49 8261 996-268
e-mail: poststelle@lda.bayern.de	e-mail: datenschutz@grob.de

Further information on the subject of data protection and for use of the E-Recruiting System

a) Registration

Before you can enter your data for the online application, you will be asked to provide an email address and choose a password to create an account for access to the protected area of the applicant portal.

You can edit and expand your data at any time until your application is submitted. Once the online application has been submitted, you will be asked to enter the email address and the password to create your account for access to the protected area of the applicant portal. You can view, edit and delete your data stored there at any time in your account.

If you are still a minor:

If you are still a minor and have not yet reached the age of 16, and would like to make an application, you will be advised when you state your age group that the Declaration of Consent form provided must be completed and signed by your legal guardian (usually your parents) and uploaded with your application records.

Please note: If this Declaration of Consent is not made available to us for the recruiting process, we will not be able to consider your application and your data will be deleted immediately.

b) Notes on the password

Keep your password secret to prevent it being accessed by unauthorized persons. Never disclose your password. Even employees of GROB-WERKE are not authorized to ask you for your password!

c) Data Security

We employ technical and organizational security measures to protect the data about you we administrate against accidental or deliberate manipulation, loss, destruction or access by unauthorized persons. Our security measures are continuously improved to keep abreast of technical developments. Unless encrypted by you, data are transmitted via email in unencrypted format. To increase the data protection of your attachments, we recommend encryption via 7Zip. You can transmit the password for decryption to us by telephone.

To what extent to automated case-by-case decisions or profiling measures take place?

We do not use any purely automated processes for taking decisions.