

Privacy policy for applicants to GROB-WERKE GmbH & Co. KG

Thank you for your interest in our company and for your application. 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 is a top priority. We naturally ensure 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.

I. Contact details of the controller

GROB-WERKE GmbH & Co. KG
Industriestraße 4
87719 Mindelheim

The contact details can be found in the [Legal Notice](#).

If you wish to assert your rights, report data privacy incidents, make any suggestions or complaints about how your personal data are processed or withdraw your consent, we recommend that you contact our Data Protection Officer.

II. Contact details of the Data Protection Officer

GROB-WERKE GmbH & Co. KG
Data Protection Officer
Industriestraße 4
87719 Mindelheim
Email: datenschutz@grob.de

III. What personal data do we collect and where do they originate?

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

- Your personal data
(e.g., first name, last name, name affixes, date of birth, nationality, photos)
- Your contact details
(e.g., address, phone number, email address)
- Data about your career
(e.g., curriculum vitae, qualifications, degrees, professional experience, references) as well as career interests (e.g., from your cover letter to us)
- Internal documents during the application process
(e.g., meeting notes, emails)
- Any results of online processes
(e.g., personality tests, video interviews)
- Any approval data
(e.g., work permit, residency permit)
- Any data on an existing severe disability, if you provide such information
- Any data on your health suitability
(e.g., results of occupational medical examinations, medical aids, disabilities), if this is relevant for the advertised position
- Any data from security checks (where applicable)
- Any data on marital status and religious affiliation, if you provide this during the application process
- Usage data
(e.g., browser type/version, operating system used, IP address, name of the service provider, name of the files accessed, as well as URLs of websites accessed)

- If you claim the reimbursement of travel expenses, we collect your bank account details for the purpose of reimbursement.

Your personal data are collected directly as part of the application process and are encrypted during electronic transmission. The data originate from the application forms to be completed online as well as from the files you upload. If we invite you for a job interview, we also collect data about you during this interview.

If you were placed via a recruitment agency, headhunter, or employment office, we also receive data about you from these involved parties.

In addition to the data that you provide as part of your application, we also access personal data that we legitimately obtain from public sources (e.g., professional networks, websites, press releases).

If an advertised position has been forwarded to you by one of our employees via our R-andancy referral manager, they are informed of the following data from the time of receipt of your application: First and last name and status of the application.

IV. For which purposes and on which legal basis are my data processed?

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG), as well as all other applicable laws (e.g., German Works Constitution Act (BetrVG), German General Equal Treatment Act (AGG), etc.)

The purpose for using our SAP SuccessFactors Recruiting applicant management system is to provide you with information about vacancies and enable you to apply for certain vacant positions within the GROB Group. This data processing primarily serves the purpose of establishing an employment relationship with you. The primary associated legal basis is Art.(1)(1)(b) GDPR in conjunction with Section 26 BDSG.

Your data are processed exclusively for the purpose of staffing the particular position for which you applied for and, if applicable, for other positions at GROB-WERKE that may be of interest to you.

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

If special categories of personal data are processed in accordance with Art. 9(1) GDPR, this takes place to exercise rights or fulfill legal obligations under labor law, social security law, and social protection (e.g., informing the representative body for severely disabled persons in accordance with Section 81 of the German Social Security Code Book IX (SGB IX)) as part of the application process. This takes place on the basis of Art. 9(2)(b) GDPR in conjunction with Section 26(3) BDSG.

In addition, consents in line with Art. 6(1)(1)(a) GDPR in conjunction with Section 26(2) BDSG can be used as a permission requirement for data protection purposes. If your data are processed on the basis of consent, you have the right to withdraw your consent at any time with effect for the future.

In the event that we ask you to complete a psychological recruitment test or an assessment center, it is important to note that the results provide additional support in our decision-making process. They are always combined with other information (e.g. application documents, certificates/references, interviews) and never form the sole basis of a decision. The legal basis is Section 26(1) in conjunction with (8)(2) BDSG as well as Section 22(1)(b) BDSG, always in strict compliance with necessity and proportionality.

Under European Anti-Terror Regulation 2580/2001 and 881/2002, we are obliged to compare your data against the "EU Terror List" to ensure that no funds or other economic resources are provided for terrorist purposes. The relevant legal basis under data protection law is Art. 6(1)(1)(c) GDPR, as this is a legal obligation that GROB-WERKE is required to meet.

As a rule, we do not request certificates of good conduct from you unless you are applying for a particularly sensitive position for which we are legally entitled to request such a certificate.

In certain cases, we process your data to safeguard the legitimate interests of GROB-WERKE. This kind of legitimate interest particularly exists if the processing of your data is required to investigate criminal offenses or for intra-Group data exchange for administrative purposes. (Art. 6(1)(f) GDPR).

In addition, we process your contact details to send you a link to a survey on the application process in order to improve our application process. Your participation is voluntary. The results of the survey are stored completely anonymously.

V. How long are your data stored?

In the event of a rejection, your application documents and all data collected about you as part of the application process are deleted no later than six months after the completion of the application process. This serves to ensure the burden of proof in proceedings under the German General Equal Treatment Act (AGG) or other legal disputes. If judicial or extrajudicial disputes do in fact arise, in any event, we store your personal data for the duration of the proceedings as well as afterwards in order to satisfy various storage and documentation requirements in accordance with the German Commercial Code (HGB) and the German Tax Code (AO). The storage and documentation periods specified in these laws last for up to eight years.

Please note that by logging back into your candidate profile, you consent to us storing your data for a further six months. If you do not agree to this, please object at datenschutz@grob.de.

VI. Who has access to your data?

Within our company, only those persons and departments (e.g. HR management, specialist department, management, works council) that are involved in the decision about your employment will receive your data. Where prescribed by law, the Severely Disabled Persons Representative has access to your data. The disclosure about a severe disability or equivalent condition takes place at your discretion as an 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 is informed, in accordance with Section 164(1)(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.

The employees responsible for recruitment and staffing at GROB have access to your data only once you have sent your application. You have three options for controlling access to your applicant data:

- I am only interested in the position I am actively applying for.
- I am also interested in other career opportunities within GROB-WERKE **in Germany**. Please also consider my candidate profile for other suitable positions.

- I am also interested in other career opportunities within GROB-WERKE **worldwide**. Please also consider my candidate profile for other suitable positions.

Depending on your selection, the employees responsible for staffing vacancies have corresponding access to your application documents.

You can withdraw your consent at any time by changing the visibility settings in your applicant profile or deleting your applicant profile.

You can use your login to check the status of your application, you can withdraw applications that have already been sent, or delete unsent applications.

Within the scope of data processing contracts in line with Art. 28 GDPR, we have appointed a number of specialized service providers that support us with applicant management in accordance with our instructions. We always select these carefully and pay particular attention to appropriate technical and organizational measures in accordance with the current state of the art. Due to the large number of processors involved, we can only list some of them here.

- We use the SAP SuccessFactors Recruiting applicant management tool, which you can use to apply or through which you have applied with our service provider. The address is as follows: SAP Deutschland SE & Co. KG, Hasso-Plattner-Ring 7, 69190 Walldorf.
- For the Employees recruit Employees program, we use the Firstbird GmbH Radancy software tool. The address is as follows: Firstbird GmbH, Gertrude-Fröhlich-Sadner-Straße 2-4/Tower 9, 1100 Vienna/Austria.
- For the purposes of personnel diagnostic tests, we use the recognized tests and assessment center of HRdiagnostics AG, Königstraße 20, 70173 Stuttgart. Please be aware that the results provide additional support in our decision-making process. They are always combined with other information (e.g. application documents, certificates/references, interviews) and never form the sole basis of a decision.
- If we conduct a job interview with you online, we use the Microsoft Teams video conferencing system of our service provider Microsoft Deutschland GmbH - Munich office, Walter-Gropius-Str. 5, 80807 Munich.

If you successfully complete the application process, we may forward your data to other processors (e.g., to provide you with work clothing or to send you a welcome package) or third-party contract partners that we involve (e.g., procurement of company care of work bike).

In all other cases, we disclose your data to government agencies and courts to the extent that we are required to do so by law.

VII. Where are your data stored?

Your data will generally be processed in data centers located in the European Union (EU) or the European Economic Area (EEA) and will not be transferred to a third country.

Should we nevertheless transfer personal data to service providers and Group companies outside the European Economic Area (EEA) in individual cases, the transfer will only take place if the third country has been confirmed by the EU Commission to have an adequate level of data protection (Art. 45 (1) GDPR) or if other appropriate data protection guarantees within the meaning of Art. 47 GDPR (e.g., binding corporate rules on data protection) or standard data protection clauses issued by the EU Commission are in place.

VIII. What rights do you have?

The data subject has the **right** to obtain from the controller confirmation as to whether

or not personal data concerning him or her are being processed, and, where that is the case, **access to the personal data and the information** specified in Art. 15 GDPR (General Data Protection Regulation).

The data subject has the right to obtain from the controller without undue delay the **rectification** of inaccurate personal data concerning him or her and the **completion** of any incomplete personal data (Art. 16 GDPR).

The data subject has the right to obtain from the controller the erasure of personal data concerning him or her without undue delay, provided that one of the grounds specifically listed in Art. 17 GDPR applies, e.g., if the data are no longer necessary in relation to the purposes for which they were collected (**right to erasure**).

The data subject has the right to obtain from the controller **restriction of processing**, if one of the conditions listed in Art. 18 GDPR is present, e.g., if the data subject objects to the processing, for the duration of the verification process by the controller.

The data subject has the right to **object**, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her. In this case, the controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights, and freedoms of the data subject or for the establishment, exercise or defense of legal claims (Art. 21 GDPR).

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

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

Recipient of an objection

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

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

Without prejudice to any other administrative or judicial remedy, every data subject has the **right to lodge a complaint with a supervisory authority**, if the data subject considers that the processing of personal data relating to him or her violates the GDPR (Art. 77 GDPR). The data subject may assert this right with a supervisory authority in the Member State of his or her habitual residence, place of work or place of the alleged infringement.

In Bavaria, the competent supervisory authority is:

Bavarian Regional Office for Data Protection Supervision (BayLDA)
Promenade 18
91522 Ansbach
Tel.: +49981 53 180093-0
E-mail: poststelle@lda.bayern.de

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