

Applicant information in accordance with Art. 13 and 14 GDPR

As part of your application to VACOM, personal data is processed for various purposes.

VACOM therefore informs you below about the processing of your personal data in accordance with Art. 13, 14 GDPR. This data protection information describes all regular data processing processes. In addition, there may be further data processing for which we provide you with separate data protection information. This applies in particular to all processing for which we obtain consent in advance.

1 Data Protection Officer

You can reach our data protection officer by e-mail at datenschutz@vacom.de or by telephone on +49 (0) 3641 87340 or on site at 07751 Großlöbichau, In den Brückenäckern 3, VACOM data protection officer.

For further information see the privacy policy on our website
<https://www.vacom.net/de/datenschutzerklaerung.html>.

2 Types and special categories of personal data processed

Different types of personal data are processed for each process and the processing purposes listed below. These may include in particular:

- Personal master data (such as first name, last name, maiden name, title);
- Personal details (e.g. date and place of birth, marital status, gender);
- Address and contact details (e.g. summonable address, telephone number, e-mail address);
- if applicable, details of family members or partners;
- Other categories of data:
 - Proof of school, university and professional qualifications such as school leaving certificates, journeyman's certificates, university degree certificates, examination certificates, certificates of further professional qualifications, doctoral certificates;
 - Special categories of data within the meaning of Art. 9 para. 1 GDPR, insofar as this is necessary to implement the rights of applicants arising from labor law, social security law or social protection;
 - Notes taken during the job interview;
 - Video recordings in connection with operational video surveillance.
- Metadata (e.g. IP address, operating system, browser)

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3 Purposes of data processing and legal bases

Where necessary, personal data is processed for the following purposes:

- Examination and assessment of your suitability for the position to be filled;
- If applicable, examination and assessment of your suitability for other positions, insofar as you have applied on your own initiative or are available for other positions (inclusion in the applicant pool);
- For contact, correspondence and making appointments;
- Preparation of the employment contract;
- Assertion and defense of legal claims;
- Building, plant and personal security as well as ensuring and implementing domiciliary rights;
- Implementation of applicants' rights arising from labor law, social security law or social protection law.

We process your personal data in accordance with the provisions of the GDPR, the Federal Data Protection Act (BDSG) and all other relevant laws, such as the State Data Protection Act.

The legal basis for data processing to carry out the application procedure is Art. 6 para. 1 sentence 1 lit. b GDPR.

We also process your data in order to protect our legitimate interests or those of third parties (e.g. authorities). Such a legitimate interest exists in particular if the processing of your data is necessary for the investigation of criminal offenses (legal basis Art. 6 para. 1 sentence lit. f GDPR), for an internal data exchange for administrative purposes or to maintain operational safety and order, to prevent legal violations or to enforce the law (legal basis Art. 6 para. 1 sentence lit. f GDPR/ § 4 BDSG).

Insofar as special categories of personal data are processed in accordance with Art. 9 para. 1 GDPR, this serves the exercise of rights or the fulfillment of legal obligations under labor law, social security law and social protection law (e.g. disclosure of health data to the health insurance company, recording of severe disability due to additional leave and determination of the severely disabled levy) as part of the application process. This is done on the basis of Art. 9 para. 2 lit. b GDPR.

If the processing is based on consent, which is obtained prior to processing by VACOM, Art. 6 para. 1 sentence 1 lit. a and Art. 9 para. 2 lit. a GDPR constitute the legal basis.

We use the cloud-based service P&I LogaHR for internal processing. The provider of this service is P&I Personal & Informatik AG, Kreuzberger Ring 56, 65205 Wiesbaden, Germany. Further information can be found in the data protection declaration of P&I AG: <https://www.pi-ag.com/datenschutz/>.

4 Information about the origin of data:

We receive your personal data in the following ways:

- Data provided by you, e.g. from your application or during the job interview;
- data collected by VACOM, as part of the application process (e.g. through notes) or video surveillance.

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5 Recipients of the personal data

As part of the application process, your data will be transmitted internally to:

- the employees responsible for the application;
- the employees responsible for the hiring decision (e.g. managers);
- Staff Council and representative body for severely disabled employees.

It is only passed on to external parties:

- for purposes for which we are obliged to provide information, report or pass on data in order to comply with legal requirements;
- on the basis of our legitimate interests arising from the purposes of data processing;
- Occasionally, we rely on contractually affiliated third-party companies and external service providers to fulfill the purposes described in this privacy policy. In such cases, information is passed on to these companies or individuals to enable them to carry out further processing. These external service providers are carefully selected and regularly checked by us to ensure that your data is used exclusively for the purposes specified by us and in accordance with applicable data protection laws;
- to our legal advisors, the criminal prosecution authorities and, if necessary, to injured third parties, insofar as this is necessary for the clarification or prosecution of illegal or abusive incidents - however, this only takes place if there are concrete indications of illegal or abusive behavior.
- with your consent to the transfer of data;

6 Storage duration

The data will be deleted as soon as it is no longer required for the purposes listed and the deletion does not conflict with any statutory retention periods.

If we are unable to make you a job offer, you reject a job offer or withdraw your application, we reserve the right to retain the data you have submitted on the basis of our legitimate interests (Art. 6 para. 1 sentence 1 lit. f GDPR) for up to 6 months from the end of the application process (rejection or withdrawal of the application). The data will then be deleted and the physical application documents destroyed.

The retention serves in particular as evidence in the event of a legal dispute. If it is evident that the data will be required after the expiry of the 6-month period (e.g. due to an impending or pending legal dispute), deletion will only take place when the purpose for further storage no longer applies.

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7 Rights of the data subject

If the legal requirements are met, 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;
- to obtain from the controller without undue delay the rectification of inaccurate personal data concerning them and, where applicable, the completion of incomplete personal data (Art. 16 GDPR);
- to obtain from the controller the erasure of personal data concerning them without undue delay where one of the grounds listed in Art. 17 GDPR applies, e.g. if the data is no longer required for the purposes pursued (right to erasure);
- to obtain from the controller restriction of processing where one of the conditions listed in Art. 18 GDPR applies, e.g. if the data subject has objected to processing, for the duration of the verification 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. The controller will then 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 data processing is based on consent, you have the right to withdraw your consent at any time with effect for the future.

If you assert your above-mentioned rights, your data will be processed to the extent necessary. If you wish to exercise your rights, please contact the controller listed above.

8 Right to lodge a complaint with the supervisory authority

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 infringes the GDPR (Art. 77 GDPR). The data subject may exercise this right before a supervisory authority in the Member State of their habitual residence, place of work or place of the alleged infringement. In Thuringia, the competent supervisory authority is:

Thüringer Landesbeauftragter für den Datenschutz und die Informationsfreiheit

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