

Privacy notice for applicants

We are happy that you are interested in us and that you are applying or have applied for a position in our company. We would like to provide you with information on the processing of your personal data in connection with your application below.

1. Who is the controller for the processing activities??

The controller within the meaning of data protection law is:

Reiling GmbH & Co. KG, Bussemasstraße 49, D-33428 Marienfeld

You can find further information on our company, details of the persons authorised to represent us, as well as further contact options in our imprint on our website: <https://www.reiling.de>

2. Which of your data do we process? For what purposes?

We process the data you have sent to us in connection with your application in order to assess your suitability for the position (or other vacancies in our companies, if applicable) and to perform the application process.

3. What is the legal basis for this?

The primary legal basis for the processing of your personal data in this application procedure is § 26 BDSG in the version applicable as of 25/05/2018. Processing of data required in connection with the decision on the establishment of an employment is permissible accordingly.

If the data may be required for legal prosecution after completion of the application process, data processing may be performed on the basis of the requirements of Article 6 GDPR, in particular for the purpose of safeguarding legitimate interests in accordance with point (f) of Article 6 (1) GDPR. In this case, our interest consists in asserting or defending claims.

4. How long will the data be stored?

Data of applicants will be erased 6 months after their submission in case of rejection. If you have agreed to further storage of your personal data, we will add your data to our applicant pool.

The data will be erased from there two years after they were submitted.

If you have been awarded a position within the scope of the application process, the data will be transferred from the applicant data system to our HR information system.

5. To which recipients will the data be passed on?

We use a specialised software provider for the application process. This company acts as a service provider for us and may also obtain knowledge of your personal data in connection with maintenance and care of the systems. We have entered into a data processing contract with this provider to ensure performance of data processing in a permissible manner and absolute secrecy towards any third parties.

Your applicant data will be viewed by the HR department after receipt of your application. Suitable applications will then be forwarded internally to the department managers for the respective vacancy. Then the further procedure is coordinated. Only

such persons within the company who need it for proper performance of our application process in order to be able to check and assess your suitability for the advertised position will have access to your data.

6. Where will your data be processed?

Your data will be processed exclusively in data centres in the Federal Republic of Germany.

7. Your rights as a “data subject”

You have the right to demand information on your personal data processed by us.

If you request information in any other manner than in writing, please understand that we may require you to provide evidence that proves your identity.

Furthermore, you have the right to rectification or erasure or to restriction of processing, as far as you are legally due these rights. You also have the right to object to the processing within the framework of the legal requirements.

This applies accordingly to a right to data portability.

8. Our data protection officer

We have appointed a data protection officer in our company. You may contact them under the following contact details:

Reiling GmbH & Co. KG, Data Protection Officer, Bussemasstraße 49, D-33428 Marienfeld

Email: datenschutzbeauftragter@reiling.de

9. Right to lodge a complaint

You have the right to lodge a complaint regarding the processing of personal data by us with a data protection supervisory authority. However, please lodge your complaint with us in advance so that we can offer you a remedy or perform it.