

Privacy Notice for Applicants

We are pleased that you are interested in us and are applying or have applied for a position in our company. Below, we would like to provide you with information about how your personal data is processed in connection with your application.

1. Who is responsible for data processing?

These notices apply to data processing by:
Responsible entity: Dr. Otto Suwelack Nachf. GmbH & Co. KG

Contact details of the data protection officer: Ms. Carola Sieling / Email: info@kanzlei-sieling.de /
Phone: 05251-1428742

A company data protection officer has not been appointed, nor is one required under current data protection regulations.

2. What data do we process about you, and for what purposes?

We process the data you have sent us in connection with your application to assess your suitability for the position (or possibly other open positions in our company) and to carry out the application process.

3. What is the legal basis for this?

The primary legal basis for processing your personal data in this application process is Section 26 of the German Federal Data Protection Act (BDSG), as amended on 25.05.2018. According to this, the processing of data is permitted if it is necessary in connection with the decision to establish an employment relationship.

If, after the application process, the data is required for legal prosecution, data processing may take place on the basis of the requirements of Article 6 of the GDPR, in particular to safeguard legitimate interests according to Article 6(1)(f) GDPR. Our interest then lies in asserting or defending claims.

4. How long will the data be stored?

The application documents of applicants will be deleted six months after a rejection.

If you have agreed to further storage of your personal data, we will transfer your data to our applicant pool. The data there will be deleted after two years.

If you are offered a position as part of the application process, your data will be stored permanently for the purpose of managing the employment relationship.

5. To whom is the data disclosed?

After receiving your application, your applicant data will be reviewed by us, and the further process will be coordinated. In the company, only those persons who need your data for the proper conduct of our application process will have access to it.

6. Where is the data processed?

The data is processed exclusively in the Federal Republic of Germany.

7. Your rights as a "data subject"

You have the right to obtain information about the personal data we process about you. For information requests that are not made in writing, we may require proof from you to verify your identity. You also have the right to rectification or erasure or to restriction of processing, as far as you are legally entitled. Furthermore, you have the

right to object to processing within the framework of legal requirements. The same applies to the right to data portability. According to Article 7(3) GDPR, you may revoke your consent at any time. This means that we may no longer continue the data processing that was based on this consent in the future.

8. Right to lodge a complaint

You have the right to lodge a complaint with a data protection supervisory authority regarding our processing of your personal data.