

## **Data protection information for applicants**

We are very pleased that you have taken an interest in us and are applying or have applied for a position at our firm. Protecting your personal data is a particular concern for us. We would like to share with you the following information on how your personal data is processed in connection with your application.

### **Who is responsible for data processing?**

The responsible body, in the sense of the data protection law, is

Karl Wörwag

Lack- und Farbenfabrik GmbH & Co. KG

Strohgäustraße 28

70435 Stuttgart

Telephone +49 711 8296-0 (general)

Fax +49 711 8296-1222 (general)

Email address [info@woerwag.de](mailto:info@woerwag.de) (general)

You can find further information on our company, details of authorised representatives and further contact options on our website: <https://www.woerwag.com/en/>.

### **Which of your data are processed by us? For what purposes?**

We process the data you send us in connection with your application to check your suitability for the position (or, as the case may be, for other open positions in our company) and to carry out the application process.

All personal data we gather is collected, processed and used only for this purpose. Here we ensure that this takes place only within the limits set by the legal prescriptions valid in each case.

### **What is the legal basis for this?**

The legal basis for the processing of your personal data in this application process is Art. 6 I b in connection with § 26 of the BDSG (Federal Data Protection Law) in the version valid from 25.05.2018. According to this, processing is permitted of data that are required in connection with decisions relating to the establishment of an employment relationship.

If, after the completion of the application process, the data are required for the pursuance of legal rights, processing of the data can take place based on Art. 6 GDPR (General Data

Protection Regulation), especially as per Art. 6 par. 1 lit. f regarding the recognition of legitimate interests). Our interest then lies in the acceptance or denial of claims.

### **How long are the data stored for?**

The data belonging to applicants are deleted after 2 months in case of an unsuccessful application, that is if the type of storage, for electronic mail, does not permit its deletion before the expiry of the storage requirements as laid down in German commercial and tax law, or if further storage, e.g. with personnel placement, is not made necessary for the acceptance or denial of claims.

In the case that you have agreed to further storage of your personal data, we will transfer your data to our applicant pool. There the data will only be deleted after two years.

If in the course of the application process you are accepted for a position, your data will be transferred from our applicant system to our personnel system.

### **To which recipients is the data passed on?**

We use a specialised software supplier for the application process. It works for us as a service provider and may in some cases gain knowledge of your personal data during maintenance and upkeep of the system. We have drawn up a so-called job processing contract with this supplier that ensures that this data processing occurs in a permissible fashion.

Your applicant data are viewed by the HR department on submission of your application.

Suitable applications are then forwarded internally to the department head responsible for the open position in question. Then further procedure is agreed on. Fundamentally, in this company, only those people have access to your data who need it for the orderly running of our application process.

### **Where are the data processed?**

The data are processed exclusively in data centres within the Federal Republic of Germany.

### **Your rights as an “affected person”**

You have the right to information about the personal data we have processed relating to you. A request for such information must be made in writing.

You also have the right to correction, deletion or restriction of processing, as far as this is legally permissible. Additionally, you have a right to object to processing within the

framework of the relevant legal prescriptions. The same applies to your right to data portability.

### **Our data protection officer**

Our data protection officer, Mr Ulrich Emmert, can be contacted at the above company address or at: [datenschutz@woerwag.de](mailto:datenschutz@woerwag.de) (data protection officer). The contact data have also been available from the 25<sup>th</sup> May 2018 on the Internet on our company home page.

### **Right to complain**

You have the right to make a complaint about our processing of personal data to the above data protection officer or to a data protection supervisory authority.

For further information on the data protection law, please read the General Data Protection Declaration on our homepage at <https://www.woerwag.com/en/data-protection-statement/>