

1 Which of your data do we process and why?

Within the context of your job application, we process data from the following categories which is made available to us by you during the job application process:

- Master data (e.g. first name, last name, name suffixes, date of birth)
- Employment permit and/or residence permit if applicable
- Contact data (e.g. private address, cell/landline phone number, e-mail address)
- Qualifications (e.g. special knowledge and skills)
- Suitability with regard to physical fitness if relevant for the advertised job
- Driver's license

Your personal data are always collected directly from yourself during the establishment of your employment relationship.

We process your personal data in compliance with the provisions set forth in the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG new,) as well as other legal norms (e.g. the German code of social law).

Above all, data processing serves the purpose of establishing the employment relationship.

Article 88 of the GDPR and § 26 of the (new) BDSG serve as the overriding legal basis for this.

2 How long do we store your data?

We process (e.g. store) your application documents for the duration of the application process. In the event of a rejection, we store your documents for no longer than six (6) months due to legal opposition periods. If you have consented to longer periods of storage in our applicant pool, we delete your documents as soon as you have withdrawn consent to storage.

3 Who receives your data?

Within our company, only those persons and departments receive your personal data who require it in order to establish/maintain the employment relationship.

4 Who's responsible for processing your data?

The controller, as the term is used in the General Data Protection Regulation, other data protection laws which are valid in the member countries of the European Union and further regulations which deal with data protection law:

GOSEN Foto- und Lichtmesstechnik GmbH
 represented by: Dipl.-Ing. (FH) Klaus-Peter Richter
 Lina-Ammon-Str. 22
 D-90471 Nuremberg

5 What are your rights?

5.1 Your Rights with Regard to Data Processing

You can exercise the following rights at any time:

5.1.1 Right to confirmation and information (article 15 of the GDPR)

You have the right to obtain confirmation from us at any time as to whether or not your personal data are being processed by ourselves.

At any time upon issuing written request, you also have the right to receive information from us concerning your personal data processed by ourselves in accordance with article 15 of the DSGVO GDPR.

This right is restricted by the exceptions set forth in § 34 of the BDSG, in accordance with which the right to information does not apply in particular when data is only stored due to legal retention requirements or for the purpose of data backup and data protection control, if providing information would necessitate an excessive amount of effort and if use of data processing for other than the intended purpose is prevented through the implementation of suitable technical and organizational measures.

5.1.2 Right to rectification (article 16 of the GDPR)

In accordance with article 16 of the GDPR, you have the right to demand rectification of your data without delay.

5.1.3 Right to erasure (right to be forgotten) (article 17 of the GDPR)

You have the right to erasure of data concerning yourself in accordance with the conditions specified in article 17 of the GDPR. These conditions have been met in particular if the respective purpose of processing has been fulfilled or has otherwise become inapplicable, as well as if we process your data unlawfully, if you have withdrawn consent and there is no other legal basis for further data processing, if you have successfully opposed data processing, and in cases involving the existence of an obligation to delete data on the basis of EU law or the laws of an EU member country, to which we are subject.

This right is subject to the restrictions set forth in § 35 of the BDSG, in accordance with which the right to erasure may be rendered invalid if it would necessitate an excessive amount of effort in the case of non-automated data processing and your interest in deletion can be deemed minor.

5.1.4 Right to restriction of processing (article 18 of the GDPR)

In accordance with article 18 of the GDPR, you are entitled to demand that we continue to process your personal data in a restricted manner only. This right applies in particular when the correctness of the personal data is disputed, or if you demand restricted processing in lieu of deletion in the event that the prerequisites for a justified request for deletion have been fulfilled, as well as in the case that the data are no longer necessary for the purposes pursued by ourselves, but you require the data for the establishment, exercise or defense of legal claims and when the success of an objection is still contested.

5.1.5 Right to data portability (article 20 of the GDPR)

In accordance with article 20 of the GDPR, you have the right to receive personal data concerning yourself which you have made available to us in a structured, commonly used and machine-readable format, and the right to transmit these data to another controller.

5.1.6 Right to object (article 21 of the GDPR)

On grounds relating to your particular situation, you have the right to object at any time to processing of personal data concerning yourself which is conducted either in the interest of the general public or in pursuit of our own legitimate interests. We will no longer process your personal data unless we can verify compelling, legitimate reasons for such processing which outweigh your interests, rights, and freedoms, or in the event that processing serves the purpose of establishing, exercising or defending legal claims.

We will no longer process your personal data for advertising purposes (e.g. for retail customers), insofar as you object to such processing.

5.1.7 Right to withdraw a data protection consent (article 7, section 3 of the DSGVO)

You also have the right to withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

5.1.8 Automated individual decision-making, including profiling (article 22 of the GDPR)

You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning yourself or similarly affects you in a significant manner.

Privacy Policy	Information for Job Applicants	Data Protection
----------------	---------------------------------------	-----------------

5.1.9 Exercising your rights

Simply contact the designated data protection officer or the responsible body listed in the imprint in order to exercise these rights, or if you have any questions.

5.2 Right to lodge a complaint

Beyond this, you can also lodge a complaint with the above named data protection officer or a regulatory agency (article 77 of the GDPR). A list of German regulatory agencies can be accessed by clicking this [link](#).

(https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)

6 Will data be transferred to a third country?

We only transmit your data to third countries if you have given us consent to do so and if we have implemented the necessary data protection agreements and guarantees.

7 Are you required to make your data available?

The information provided by you is necessary in order to make a decision regarding the establishment of an employment relationship. If your information is incomplete, we are unfortunately unable to take your application into consideration.

8 Do we make automated individual decisions or implement profiling measures?

We don't use any entirely automated processing procedures in order to make decisions.

9 Up-to-Datedness of and Amendments to this Information Leaflet

Information leaflet revision level: January 2019.

© GOSEN Foto- und Lichtmesstechnik GmbH	File DSE-Bewerber_GB	Version 1.0	Created RLE	Approved KPR	Page 4 / 4
--	-------------------------	----------------	----------------	-----------------	---------------