

## Information on Processing of Your Personal Data

We hereby inform you about the processing of your personal data, which are collected and/or processed by TAKRAF GmbH during the course of the application process and about the rights granted to you under the applicable data protection law.

### **Who is responsible for data processing and who is the data protection officer?**

The party responsible for data processing is

TAKRAF GmbH  
Torgauer Str. 336  
04347 Leipzig

Phone: +49 341 2423500  
Fax: +49 341 2423510  
e-mail address: [datenschutzbeauftragter@takraf.com](mailto:datenschutzbeauftragter@takraf.com)

Our data protection officer can be reached at the above coordinates.

### **Which data categories do we use and where do they come from?**

The collected applicant data are based on the job descriptions and the information or documents contained in your application. The processed categories of personal data include in particular contact details (first and last name, address), communication data (phone number, mobile number, fax number, e-mail address, communication language), personal data (date and place of birth, nationality, gender), activity-related data (desired place of work and work time, salary expectations, willingness to travel, work permit), qualifications (school-leaving qualifications, education/studies, language skills and professional capabilities), data about current career (CV, training certificates, job references, and qualification records) and application photos.

Your personal data are generally collected directly from you during the application process. In addition to that, we may also collect data from third parties (e.g. job placement agency) or from publicly available media.

## **For which purposes and on what legal basis are data processed?**

We process your personal data in compliance with the provisions of EU's General Data Protection Regulation (GDPR), Bundesdatenschutzgesetz (BDSG: Federal Data Protection Law) and all other relevant laws (e.g. BetrVG (Company Agreement), ArbZG (Act on Working Time), etc.) for the following purposes:

1. Data processing for the purpose of initiating and handling a contract (Art. 6 Para. 1 (b) of GDPR in conjunction of Sect. 26 Para. 1 of BDSG)

Your personal data will be processed as part of the application process for initiating employment relationships if this is necessary in connection with the decision to form an employment relationship (e.g. in order to verify your suitability for the offered position).

2. Data processing on the basis of your consent (Art. 6 Para. 1 (a) of GDPR)

Insofar as we have received your consent to the processing of personal data for specific purposes, the processing of such data is lawful. A given consent may be revoked by you at any time. This also applies to revoking a declaration of consent that we have received from you before the GDPR entered into force, i.e. before May 25, 2018. The revocation of consent applies to the future and does not affect the legality of the data processed prior to revocation.

3. Data processing on the basis of interest consideration (Art. 6 Para. 1 (f) of GDPR)

If the data should be required for legal action after the application process is concluded, the data may be processed for the purpose of safeguarding legitimate interests according to Art. 6 Para. 1 (f) of GDPR. Our interest lies then in defence against claims, for instance.

4. The processing of special categories of personal data (e.g. health data) is based on your consent in accordance with Art. 9 Para. 2 a) of GDPR, unless statutory authorizations like Art. 9 Para. 2 b) of GDPR in conjunction with § 26 Para. 3 of BDSG are relevant.

## **Who gets your data?**

Your personal data are screened by Human Resources upon receipt of your application. Suitable applications are then forwarded internally to the department heads for the respective vacant position. During the course of the application process, only the offices within our company that need such for fulfilling the aforementioned purposes (e.g. Human Resources, the relevant department heads, possibly works council) have access to your data.

In addition, we may transfer your personal data to affiliated companies within the Group to the extent that such are necessary for fulfilling the aforementioned processing purposes (e.g. during

the course of your application for a job located outside of Germany at one of our Group companies).

## **What data protection rights may you assert as Data Subject?**

You may request **information** relating to the data stored about you using the address mentioned above. In addition to that, you may request the **correction** or the **deletion** of your data under certain conditions. You are moreover **entitled to restrict the processing** of your data, **to transfer your data** and to request **that the data you have provided be returned**.

### **Right to object:**

**If we process your data in order to safeguard legitimate interests, you are entitled to object to such processing for reasons that may arise due to your particular situation. We will no longer process your personal data, unless we are able to provide compelling legitimate grounds for such processing that outweigh your interests, rights and freedoms or the processing serves the assertion, exercising and defence of legal claims.**

## **Where may you complain?**

You have the option of contacting the aforementioned data protection officer with your complaint. You may also file your complaint with the competent data protection supervisory authority that is responsible for TAKRAF GmbH in Saxony (Germany).

## **How long will your personal data be stored?**

Your personal data will be processed as of its collection, as far as you or a third party communicate such to us. We generally delete your personal data six (6) months after completing the application process. In the event that you have consented to a longer storage of your personal data, we will delete the data upon expiration of the agreed upon period.

To safeguard our legitimate interests, e.g. defending against legal claims, we may also process your personal data beyond the aforementioned period.

Invoices relating to reimbursement of any travel expenses shall be archived in accordance with the tax regulations.



### **Are data transferred to a third country?**

If we have to transfer your personal data to a Group company outside of the European Economic Area (EEA), the transfer will only take place if an appropriate level of data protection has been confirmed by the EU Commission for the third country (located outside of the EEA), other appropriate data protection safeguards are in place, you have agreed to the transfer or there is a different legal basis permitting such.

### **Use of automated decision-making?**

TAKRAF GmbH does not use any automated decision-making system (including profiling) during the application process.

### **Are you required to provide your information?**

You are not obligated to provide us with your personal data. The absence of such data may, however, impede or make it impossible to consider your application or to hire you in our company.