

## Fact Sheet on the Processing of Applicant Data

With this fact sheet, we would like to inform you about how SAF-HOLLAND GmbH processes your personal data and your rights under data protection law.

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

Responsible for data processing:

SAF-HOLLAND GmbH  
Hauptstrasse 26  
63856 Bessenbach  
06095/301-0  
[bewerbung@safholland.de](mailto:bewerbung@safholland.de)

Data protection officer:

Ms. Sandra Mueller  
[datenschutz@safholland.de](mailto:datenschutz@safholland.de)

### Which personal data do we collect and what's its origin?

As part of the application process, we generally process personal data only if you provide us this data voluntarily. This typically includes the following personal data:

- Your general data (such as first name, last name, suffix, date of birth)
- Work permit / residency permit (if applicable)
- Contact data (such as private address, (mobile) phone number, e-mail address)
- Skills data (e.g. special skills and accomplishments)

Your personal data is generally collected directly from you during the recruitment process, primarily from application documents and interview(s).

In addition, we receive data from third parties (e.g. employment agencies, recruitment consultants).

We also process personal data we have legitimately collected from sources available to the public (e.g. professional networks).

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

We process personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the Federal Data Protection Act (German name, BDSG).

First and foremost, the processing of data serves to begin the employment relationship. The overriding legal basis here is Art. 88 (1) GDPR in connection with § 26 (1) BDSG.

Your data will only be processed to fill the specific job you have applied for.

If, in the event your application for this position is unsuccessful, you would like to be included in our applicant pool, we require a declaration of consent from you.

If your application is to be considered for other job vacancies in the company/group, we require a declaration of consent from you.

## **How long is my data stored?**

If you are hired, we will add your application documents to your personnel file. Upon termination of the employment relationship, the personal data we are legally obliged to keep will continue to be stored. This is typically the result of legal duties of proof and retention, which are governed inter alia by the German Commercial Code and tax code. The retention period thereafter is up to ten years. In addition, personal data may be stored for the period during which claims can be asserted against us (statute of limitations of three or up to thirty years).

If your application for a job is unsuccessful, your application documents will be deleted no later than six months after completing the application process, unless you have given us permission to retain them longer (for our applicant pool).

## **Who receives my data?**

Within our company, only people and positions (e.g. the department, employee representative, representative for persons with a severe disability) who are involved in decisions relating to your recruitment receive your personal data.

### **What rights can I claim as the data subject?**

You have the following rights from Art.15-22 GDPR:

- Right of access (Art.15 GDPR)
- Right to rectification (Art.16 GDPR)
- Right to erasure (Art.17 GDPR)
- Right to restriction of processing (Art.18 GDPR)
- Right to object (Art. 21 GDPR)
- Right to data portability (Art. 20 GDPR)

Please contact the data protection officer listed above.

### **Where can I lodge a complaint?**

You can lodge a complaint with the data protection officer listed above or with a data protection authority. The data protection authority with oversight of us is:

Bayerisches Landesamt für Datenschutzaufsicht  
Promenade 27  
91522 Ansbach  
Phone: 0981 53 1300

### **Is my data transmitted to third countries?**

Generally, your application data will be stored at the GmbH. In individual cases, especially for international operations, we will send your application to the appropriate affiliated company of the SAF-HOLLAND Group. You can find our corporate structure on our website.

### **To what extent do individual automated decisions or profiling measures take place?**

We do not use purely automated processing to reach decisions.