

Data Privacy Information for Applicants (all genders)

Within the scope of the provisions of the GDPR, we're informing you about the processing of your personal data by

EppsteinFOILS GmbH & Co. KG
Burgstr. 81–83, 65817 Eppstein

Our data protection officer is:

gds – Gesellschaft für Datenschutz Mittelhessen mbH
Auf der Appeling 8
35043 Marburg-Cappel
Email: datenschutz@gdsm.de
Tel.: 06421 804 1310

How can you apply to work for us?

If you're interested in a position with us, you can apply by emailing us at bewerbung@eppsteinfoils.de or sending a letter to **Ms Susanne Jungels** (for the address, see above). If you apply by email, you can communicate with us confidentially by transmitting your application documents to us in encrypted form. You can do this easily by using a password-protected ZIP file; after that, it's best to give us the password over the phone at **06198/572-242**.

Type of data categories and origin of the data:

If you apply to work for us, we will process the information you send us during the application procedure (in an application letter, CV, reference letters, written correspondence, over the telephone, or orally, for example). Besides your contact data, information on your training, qualifications, work experience, and abilities are particularly relevant for us. We will evaluate you only according to your suitability for the position in question, so you don't need to send us a photo.

The purposes and legal grounds of the data processing and the duration of the data storage:

At first, your data will be processed only to carry out the application procedure. If we hire you, those data will become part of your personnel file and used to execute and end the employment relationship, then deleted in accordance with the regulations that apply to personnel files. If we cannot currently offer you any employment, we will process your data for up to six months after we send the rejection in order to defend ourselves against any legal claims, especially claims of discrimination in the application procedure. If you receive cost reimbursements, or if other tax-relevant procedures exist, we will keep the appropriate booking documents to fulfil our retention obligation under budgeting and tax laws. Your data will initially be accessible to our personnel department, the specialised department for which you have applied, and, if needed, the accounting department. Our administrators and processors have the option of accessing data processed using IT if technically necessary. They will be strictly bound by our instructions and may not process the data for their own purposes. We must disclose your personal data in certain cases: to our bank, if you have received a cost reimbursement, or to the post, if we communicate with you by post, for example.

Processing data in application procedures and as part of a personnel file is legally based on § 26(1)(1) of the German Federal Data Protection Act (BDSG) and Art. 6(1)(b) GDPR and, if you have granted your consent (possibly by sending data not needed for the application procedure), Art. 6(1)(a) GDPR. Processing data after a rejection is legally based on Art. 6(1)(f) GDPR. Retention in accordance with budgeting and tax laws is legally based on Art. 6(1)(c) GDPR in conjunction with § 147 of the German Fiscal Code (AO). The legitimate interest in processing on the basis of Art. 6(1)(f) GDPR is our interest in defending against legal claims.

To carry out the application process, we normally need no special categories of personal data for the purposes of Art. 9 GDPR. We ask you from the outset to please not send us any such information. If any such information is relevant to the application process by way of exception, we will process it along with your other applicant data. This can include information on a severe disability that you disclose voluntarily and which we must process to fulfil our special obligations regarding severely disabled people. In those cases, the processing serves to exercise rights or fulfil legal obligations under labour law, the law of social security, and social protection. The data processing is then based on Art. 9(2)(b) GDPR, §§ 26(3) of the German Federal Data Protection Act (BDSG), and 164 of the Social Security Code (SGB) IX. By way of exception, we might need information on your health or a disability or information from the German Federal Central Criminal Register (i.e., about a criminal record) in order to evaluate your suitability for the envisaged work. This is legally based on § 26 of the German Federal Data Protection Act (BDSG).

Forwarding data:

We will not use your data for automated decision-making, or for profiling, or forward it to third parties. Your data will be processed exclusively in Germany, either by us or on our behalf.

You have the following rights as the data subject:

- Rights of access to information (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR),
- Right to erasure or to restriction of processing (Art. 18 GDPR)
- Right to object (Art. 21 GDPR)
- Right of withdrawal (Art. 7(3) GDPR)
- Right to complain to a supervisory authority (Art. 77 GDPR),

If the data subject believes the processing of the personal data concerning them breaches the GDPR, they may complain to a supervisory authority.

The contact data of the supervisory authority responsible for the federal province of Hesse is as follows:

Der Hessische Beauftragte für Datenschutz und Informationsfreiheit (Hesse's Commissioner for Data Protection and Freedom of Information)
Postfach 3163
65021 Wiesbaden