

## Data protection information for Pfeuffer GmbH applicants

### Information in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR)

Dear applicant,

In the following we are informing you about the processing of your personal data (Art. 4 No. 2 GDPR) in connection with your application. In this declaration you will be given information about how your personal data is handled, and the claims and rights to which you are entitled under the data protection regulations.

#### 1. Who is responsible for data processing, and who can I contact?

The party responsible for processing your personal data is:

Pfeuffer GmbH, Flugplatzstr. 70, 97318 Kitzingen, Germany, [info@pfeuffer.com](mailto:info@pfeuffer.com)

The data protection officer can be contacted at:

Data protection officer, c/o Pfeuffer GmbH, Flugplatzstr. 70, 97318 Kitzingen, Germany or [datenschutz@pfeuffer.com](mailto:datenschutz@pfeuffer.com)

#### 2. Which data do we process, and from which sources does it originate?

We process personal data that we receive from you as part of the application process. This data originates either from your email or by post, including the attachments (e.g. cover letter, passport photo, CV, references)

##### a) Data that we receive from you as part of the application process

- Master data:
  - gender, name, address, telephone numbers and email address;
  - If specified by the applicant in the CV: date, place, country of birth and, if applicable, name, nationality and marital status
- Data concerning how you found out about of the vacancy.
- Data concerning the reason why you are applying for the internship (only in the case of an application for an internship position).
- Data concerning details of your education (only in the case of an application for a training position): Beginning and end of school education; Type of school, type of qualification, overall grade average of most recent certificates (excluding behavior grades), grades of most recent certificate in the subjects of mathematics, German, English, business administration, accounting.
- Data concerning other education (including school, university, corporate training)
- Data concerning interests outside work: Hobbies, volunteer work

- Data concerning the content of previous/current employment relationships, e.g. work tasks, performance data, filled positions (this data can originate from your cover letter/CV/enclosed references).
- Passport photo
- Other data which you voluntarily provide us with during the application process, such as in your application letter, CV or references.
- Communication data: Contents of personal or telephone conversations and other data which arises as part of communication with you (e.g. when we make telephone inquiries or when the contact form is used).
- Data protection declarations:
  - Declarations of consent for the processing of personal data;
  - Statements regarding the revocation of any consent you may have given; Statements of objection to the processing of personal data;
  - Statements concerning the assertion of your rights to information, correction, deletion, restricted processing and data portability, including the information that you provide us with when asserting your rights.

## **b) Data which we receive from third parties**

We do not process any data or categories of data that we receive from third parties.

## **3. For which purposes do we process your data, on which legal basis and which data/data categories does it contain?**

We process your personal data for various purposes in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG). Basically, the following processing purposes come into consideration: Processing for initiating contractual relationships (Art. 6 Para. 1 lit. b GDPR), for protecting legitimate interests (Art. 6 Para. 1 lit. f GDPR), based on your consent (Art. 6 Para. 1 lit. a GDPR).

### **a) Initiation of a contract including communication with the affected person**

Legal basis: Art. 6 Para. 1 lit. b GDPR

This includes master data, data concerning how the applicant found out about the position, data concerning the reason for applying for the internship, data concerning school education, passport photo, communication data, application number, other data which you voluntarily provide us with during the application process, such as in your application letter, CV or references.

- b) Following the conclusion of an employment contract, data is stored in the personnel file of the person concerned. This data then serves as the basis for the subsequent professional development of the person concerned (e.g. identifying further training and further development opportunities/needs depending on previous knowledge, promotion opportunities depending on existing qualifications etc.)**

Legal basis: Art. 6 Para. 1 lit. f GDPR

This includes master data, data such as how the applicant found out about the position, data concerning the reason for applying for the internship, data concerning school education, data concerning whether the applicant is an internal applicant, communication data, and other data that you voluntarily provide us with during the application process, such as in your application letter, CV or references.

- c) Following the conclusion of an employment contract, the data is also stored in the personnel file of the affected person for abuse monitoring**

Legal basis: Art. 6 Para. 1 lit. f GDPR

This includes master data, data concerning how applicants found out about of the position, data concerning the reason for applying for the internship, data concerning school education, communication data, data which you voluntarily provide us with during the application process, such as your application letter, CV or references.

- d) Reciprocal legal claims (e.g. pre-contractual claims, AGG claims) may arise due to nature of the application process. The data which is collected is needed to assert, exercise or defend these (potential) legal claims**

Legal basis: Art. 6 Para. 1 lit. f GDPR

This includes master data, communication data and usage data.

- e) Consent management (management of consent and revocation declarations under data protection law)**

Legal basis: Art. 6 Para. 1 lit. a GDPR

This includes master data and legal data protection declarations.

- f) Affected person rights management (processing of requests from affected persons for information, correction, deletion, restricted processing and data portability in order to fulfill the data protection rights of the affected persons)**

Legal basis: Art. 6 Para. 1 lit. c GDPR

This includes all data or data categories which are the subject of the respective request.

## 4. Who receives my data?

Within the company, the departments are given access to your data who need it to fulfill contractual, legal and regulatory obligations and to protect legitimate interests (e.g. the HR department).

Service providers and vicarious agents who are employed by us may also receive data for these purposes if they need the data to fulfill their respective service. These are companies in the training provider and IT services categories, for example. All service providers are contractually obliged to treat your data confidentially.

With regard to the passing of data to recipients outside our company, it must first be noted that as an employer, we only pass on required personal data in compliance with the applicable data protection regulations. Basically, we are only permitted to pass on information about our applicants if this is required by law, if you have given your consent or if we are otherwise authorized to pass it on.

Other recipients of data may include those entities to which you have given us your consent to transfer data or to whom we are authorized to transfer personal data on the basis of a balance of interests.

## 5. How long will my data be stored?

If necessary, we will process and store your personal data for the duration of the application process. If an employment relationship/training relationship/internship occurs following the application process, the data will initially continue to be stored and added to the personnel file. Otherwise, the application process ends when the applicant receives a rejection. The data will be deleted no more than 6 months after receipt of the rejection. This does not apply if the processing and storage of your personal data is needed in a specific case to assert, exercise or defend legal claims (duration of a legal dispute).

Despite being rejected in a specific application process, you may receive an invitation to join a so-called "talent pool" for future job advertisements at Pfeuffer GmbH. If you give your consent, your application data will be stored for a further six months. You need to repeat your consent to remain in the applicant pool every six months. If you do not respond to this request within 14 days, your documents will be deleted after an additional 6 months.

## 6. Is data transferred to a third country or an international organization?

Data will be transferred to locations in countries outside of the European Economic Area (so-called third countries) if:

- it is required by law (e.g. for tax reporting obligations)
- you have given us your consent or
- this is authorized by legitimate interest under data protection law and does not conflict with any higher legitimate interests of the person concerned.

Furthermore, we do not transmit any personal data to third countries or international organizations.

However, we do use service providers to perform certain tasks who may use sub-service providers who may have their headquarters, parent company or data centers in a third country. A transfer is permitted if the European Commission has decided that an adequate level of protection exists in a third country (Article 45 GDPR). If the Commission has not taken such a decision, the companies or the service provider may only transfer personal data to service providers in a third country if suitable guarantees are provided (standard data protection clauses accepted by the EU Commission or the supervisory authority in a specific procedure) and enforceable rights and effective legal remedies are available.

It has also been contractually agreed with our service providers that data protection guarantees must always be in place with their contractual partners in compliance with the European data protection level. We will provide you with a copy of these guarantees by request.

## 7. What data protection rights do I have?

Every affected person has the right to

- **Information** in accordance with Art. 15 GDPR
- **Correction** in accordance with Art. 16 GDPR
- **Deletion** in accordance with Art. 17 GDPR
- **Restriction of processing** in accordance with Art. 18 GDPR and
- **Data portability** from Art. 20 GDPR.

To exercise the aforementioned rights, you can contact the bodies mentioned under point 1 ("Who is responsible for data processing and who can I contact?").

If your personal data is processed to safeguard our legitimate interests in accordance with Article 6 Para.1 lit. f GDPR, you can object to this processing in accordance with the legal requirements in Article 21 GDPR. Further information concerning your right to object can be found at the end of this data protection information in the "Information concerning your right to object in accordance with Article 21 GDPR".

You also have the right to lodge a complaint with a data protection supervisory authority (Article 77 GDPR) if you think that that your personal data is not being processed lawfully. The right to lodge a complaint exists without prejudice to any other administrative or judicial remedy. The data protection supervisory authority responsible for our company is:

Bavarian State Office for Data Protection Supervision, Promenade 18, 91522 Ansbach, Germany.

## 8. Am I obliged to provide data?

There is no legal or contractual obligation to provide data. As part of your application, you only need to provide the personal data that is needed to receive and carry out the application. However, without this data we will have to exclude you from the application process.

## 9. Does automated decision-making take place in individual cases?

Our decision-making during the application process is not based on automated processing in accordance with Art. 22 GDPR.

## 10. Will my data be used for profiling?

Your data will not be used for profiling. Profiling is any kind of automated processing of personal data which consists in using the data to analyze or predict certain personal aspects.

Status: March 1, 2024

## Information about your right to object in accordance with Article 21 of the General Data Protection Regulation (GDPR)

For reasons arising from your particular situation, you have the right to lodge an objection to the processing of personal data which affects you at any time, which is carried out on the basis of Article 6 Para. 1 lit. f of the GDPR (data processing based on a balance of interests); This also applies to any profiling based on this provision within the meaning of Article 4 No. 4 of the GDPR.

If you lodge an objection, we will no longer process your personal data unless we can demonstrate compelling legitimate reasons for the processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

The objection can be lodged informally and should be addressed to the bodies mentioned in the data protection information under point 1 ("Who is responsible for data processing and who can I contact?") if possible.