

## **Privacy policy of Magnesia GmbH for applications**

We are glad that you would like to apply to us. In the following, we explain how we process your personal information in an application and provide other relevant information in this context.

### **1. Who is responsible for the processing of your personal data?**

Magnesia GmbH, Max-Jenne-Str. 2-4, 21337 Lüneburg (hereinafter referred to as "we") is responsible within the meaning of the EU General Data Protection Regulation ("GDPR").

### **2. Data Protection Officer**

For all questions related to the processing of your personal data and the exercise of your rights under the GDPR, you can consult our data protection officer, who can be reached as follows:

Kämmer Consulting GmbH

Phone Number: 0531/702249-0

E-Mail address: dsb-team(at)kaemmer-consulting(dot)de

### **3. For what purposes and on what legal basis do we process personal data?**

We process personally identifiable information about you for the purpose of your application for employment, to the extent necessary for the decision to establish employment with us. The legal basis is § 26 para. 1 in conjunction with paragraph 8 sentence 2 BDSG.

Furthermore, we may process personal data about you, as far as this is required to defend against asserted legal claims from the application process against us. The legal basis is Article 6 (1) (f) GDPR, for example, the legitimate interest is a burden of proof in proceedings under the General Equal Treatment Act (AGG).

Insofar as employment arises between you and us, pursuant to § 26 (1) BDSG we may further process the personal data you have already received for employment purposes if this is necessary for the performance or termination of the employment relationship or for performance or fulfillment of required by a law or collective agreement, an operating or service agreement (collective agreement) and duties of employee representation.

### **4. Which categories of personal data do we process?**

We process data related to your application. This may include general personal information (such as name, address and contact details), details of your qualifications and education, CV information, or other information that you provide to us in connection with your application. Incidentally, we can process your publicly available job-related information, such as a profile in professional social media networks.

### **5. What sources of personal information come from if we do not collect them from you?**

Unless we collect the data directly from you and you have an active profile on online job boards or professional social networks such as StepStone or Xing or disclose an inactive or partially active profile to us during the application process, we may also provide personal information about it rise.

## **6. Which categories of recipients data are there?**

We may transfer your personal data to companies affiliated with us, insofar as this is possible within the scope of the provisions of point 3 (purposes and legal bases). Incidentally, personal data are processed on our behalf on the basis of contracts pursuant to Article 28 GDPR, in particular by host providers or providers of applicant management systems. For further information please contact our data protection officer.

## **7. Is the transfer to a third country intended?**

A transfer to a third country is not intended.

## **8. How long will your data be stored?**

We store your personal information as long as this is necessary to decide on your application. Insofar as an employment relationship between you and us does not materialize, we may also continue to store data as far as necessary to defend against possible legal claims. The application documents will be deleted two months after notification of the rejection decision, unless a longer storage due to litigation is required.

## **9. What rights do you have?**

As an applicant with us you have depending on the situation in individual cases the following data protection rights. To exercise these rights, you can contact us or our data protection officer at the above-mentioned contact details.

### ***a. Information***

You have the right to receive information about your personal data processed by us and to request access to your personal data and / or copies of this data. This includes information on the purpose of the use, the category of data used, their recipients and access rights.

### ***b. Correction, erasure or restriction of processing***

You have the right to demand immediate correction of incorrect personal data concerning you. Taking into account the purposes of processing, you have the right to request the completion of incomplete personal data, including by means of a supplementary statement.

### ***c. Contradiction***

Insofar as the processing of your personal data takes place on the basis of Article 6 (1) (f) of the GDPR, you have the right, at any time, to object to the processing of such data for reasons arising from your particular situation. We will then no longer process that personal information unless we can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the purposes of asserting, exercising or defending legal claims.

### ***d. Revocation***

If processing is based on consent, you have the right to revoke your consent at any time without affecting the lawfulness of the processing carried out on the basis of the consent to revocation. For this you can contact us or our data protection officer at any time under the above-mentioned data.

***e. Right to delete***

You have the right to request that personal data concerning you be deleted immediately and we are obliged to delete personal data immediately if one of the following reasons applies:

- The personal data are no longer necessary for the purposes for which they were collected or otherwise processed
- They object to the processing in accordance with point 9.c above and there are no legitimate reasons for the processing.
- The personal data were processed unlawfully.
- The deletion of personal data is required to fulfill a legal obligation under Union or national law to which we are subject.

This does not apply if processing is required:

- to fulfill a legal obligation which requires processing under the law of the Union or of the Member States to which we are subject.
- to assert, exercise or defend legal claims.

***f. Right to restriction of processing***

You have the right to require us to restrict processing if any of the following conditions apply:

- the accuracy of your personal information is disputed by you, for a period of time that enables us to verify the accuracy of your personal information,
- the processing is unlawful and you refuse the deletion of personal data and instead demand the restriction of the use of personal data;
- we no longer need the personal data for the purposes of processing, but you need it to assert, exercise or defend your rights, or
- You have lodged an objection against the processing in accordance with point 9.c above, as long as it is not certain whether our legitimate reasons outweighed yours.

If processing has been restricted in accordance with this subparagraph, these personal data may only be used, with the exception of their storage, to assert, exercise or defend legal claims or to protect the rights of another natural or legal person or for important public reasons Interest of the Union or of a Member State. If you have a limitation on the processing, we will inform you before the restriction is lifted.

***g. Right of appeal***

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your place of residence, employment or the place of the alleged infringement, if you believe that the processing of your personal data is contrary to the GDPR.

## **10. Need to provide personal information**

The provision of personal information is neither required by law nor by contract, nor are you required to provide your personal information. However, the provision of personal information is required to enter into a contract of employment with us. This means that unless you provide us with personal data when applying, we will not enter into any employment relationship with you.

## **11. Encryption**

This site uses, for security reasons and to protect the transmission of confidential content, such as applications that you send to us as a site operator, an SSL or TLS encryption. You can recognize an encrypted connection in the address line of the browser. It is switching from "http: //" to "https: //" and there is a lock symbol in your browser line.

If SSL or TLS encryption is enabled, the data you submit to us cannot be read by third parties.

## **12. General Privacy Policy**

Please also note our general privacy policy at <https://www.magnesia.de/de/datenschutz.html> for further information regarding data protection at Magnesia.