

## Privacy information for applicants (m/f/d)

The following informs you about the processing of your personal data within the application process at Gludan (Deutschland) GmbH, its group companies, departments and groups in accordance with the General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG). This data protection information applies to specific job advertisements as well as to unsolicited applications.

According to Art. 4 No. 1 GDPR, your personal data includes all information that relates or can be related to your person, in particular of assignment of an identifier such as a name, with which your person can be identified. This includes all personal data that you provide to us during the entire application process, such as your CV, references, etc.

This English version of the Privacy Information is provided for convenience and transparency only. The official and legally binding version is the German version. In the event of any discrepancies or inconsistencies between the English and German versions, the German version shall prevail.

### Controller for the processing of your personal data

Unless otherwise contractually agreed, the responsible for the collection, processing and use of your personal data is:

Gludan (Deutschland) GmbH, Am Hesterkamp 2, 21514 Büchen, Germany

### Personal information and personal data

Gludan (Deutschland) GmbH collects and processes personal data (both in paper format and in digital form) provided by you through your application process (hereinafter collectively, "**Applicant Data**"):

- **Contact details**, such as your name, address, telephone number, e-mail address;
- **Information about your professional experience and skills**, such as previous employment, language skills, performance appraisals, ratings and quotas;
- **Preferred field of activity**;
- **Bank details** (if necessary for reimbursement of travel expenses);
- **Correspondence data** (e.g. written communication);
- **Voluntary information that you include in your application** (e.g. photo);

It is not intended that special types of personal data, such as health data, will be processed in accordance with Article 9 (1) GDPR. However, if you provide us with these data, it will also be processed.

### Data processing purposes, legal basis and consequences:

The purpose of collecting and processing applicant data is to carry out an application process for recruitment, hiring purposes and to determine the skills and suitability of applicants who have applied for a position (hereinafter collectively, "processing purposes").

Gludan (Deutschland) GmbH relies on the following legal bases for data processing:

- Decision on the establishment of employment (Art. 88 para. 1 GDPR in conjunction with Section 26 para. 1 BDSG);
- Legitimate interest of Gludan (Deutschland) GmbH, its group companies or third parties with a legitimate interest in application management (Art. 6 para. 1 lit. f GDPR);
- Consent, if you have given your explicit voluntarily consent, the legal basis for this is Art. 6 para. 1 lit. a GDPR and Art. 88 para. 1 GDPR in conjunction with §26 para. 2 BDSG;
- Compliance with legal requirements (Art. 6 para. 1 lit. c GDPR).

Applicant data is provided on a voluntary basis. The data is required for the implementation and administration of the application process, unless expressly stated otherwise by us when collecting the data. However, if you do not provide this data, it could prevent the recruitment process, so that Gludan (Deutschland) GmbH unfortunately will not be able to take your application into consideration.

### **Categories of recipients**

Gludan (Deutschland) GmbH will only pass on your personal data as part of the application process within the company or in relation to the group to those departments and persons relevant to the application who need the data to fulfil contractual and legal obligations or to implement our legitimate interests. Service providers acting as processors may also be used to provide IT and other administrative support (e.g. service providers offering IT hosting or maintenance support). These service providers may have access to your personal data to the extent necessary to provide such services.

Gludan (Deutschland) GmbH may transfer your personal data within the group to the extent necessary and permissible for the position. Access to your personal data is limited to the group of people who need the information to perform their duties.

### **Storage period**

The application data will be stored by Gludan (Deutschland) GmbH for as long as necessary and where applicable, its service providers to the extent necessary to fulfil its obligation and stored in accordance with applicable data protection law for the time necessary to achieve the purposes.

Gludan (Deutschland) GmbH will delete your application data no later than six months after the date on which we have informed you that your application will not be considered. This does not apply if you expressly consent to longer storage at our request in case we wish to keep your personal data in a talent pool (Art. 6 para. 1 lit. a GDPR); in this case, the deletion will take place after the time specified in the consent or after your revocation of consent. The deletion is subject to a right of pursuant to Art. 17 para. 3 GDPR or in accordance with the applicable provisions of the BDSG.

If the decision is positive, the application will be added to your personal file created at the time of employment.

### **Your rights as a data subject**

You have the following rights, provided the legal requirements are met:

- Right of access by the data subject, Art. 15 GDPR  
You have the right to access your personal data stored by us
- Right to rectification, Art. 16 GDPR

If you discover that incorrect personal data relating to you are being processed, you can request rectification. Incomplete data must be completed, taking the purpose of the processing into account.

- Right to erasure, Art. 17 GDPR  
You have the right to request deletion of your data if certain reasons for deletion exist, unless, our legitimate interest or a legal obligation prevents the processing.
- Right to restriction of processing, Art. 18 GDPR  
You have the right to restrict the processing of your data. Meaning, although your data will not be deleted, it will be marked in order to restrict its further processing or use.
- Right to data portability, Art. 20 GDPR  
You have the right to receive the personal data that you have provided to Gludan (Deutschland) GmbH in a structured, commonly used and machine-readable format. Furthermore, you have the right to transmit this data to another controller without hindrance from Gludan (Deutschland) GmbH.

## RIGHT TO OBJECT, ART. 21 GDPR

YOU HAVE THE RIGHT TO OBJECT ON GROUNDS RELATING TO YOUR PARTICULAR SITUATION, TO PROCESSING OF PERSONAL DATA CONCERNING YOU WHICH IS BASED ON POINT (E) OR (F) OF ARTICLE 6(1) GDPR. THEN YOUR PERSONAL DATA WILL NO LONGER BE PROCESSED UNLESS WE CAN DEMONSTRATE COMPELLING LEGITIMATE GROUNDS FOR THE PROCESSING WHICH OVERRIDE YOUR INTERESTS, RIGHTS AND FREEDOMS, OR THE PROCESSING IS NECESSARY FOR THE ESTABLISHMENT, EXERCISE OR DEFENSE OF LEGAL CLAIMS. IF YOU HAVE ANY QUESTIONS REGARDING YOUR RIGHTS AND THE EXERCISE OF YOUR RIGHTS, PLEASE, CONTACT GLUDAN (DEUTSCHLAND) GMBH OR ITS COMPANY DATA PROTECTION OFFICER.

If you have given your consent to certain processing activities, your data will only be processed to the extent agreed in the consent. In these cases, your consent is voluntary and can be revoked by you at any time with effect for the future. This revocation will not affect the previous processing of data. You will not suffer any disadvantages if you do not consent or if you withdraw your consent at a later date.

Moreover, you have the right to lodge a complaint with any competent data protection supervisory authority if you believe that the processing of your personal data violates the GDPR (Art. 77 GDPR in conjunction with Section 19 BDSG). You can assert this right with a supervisory authority in the member state of your residency, your place of work or the place of the alleged infringement. The supervisory authority responsible for us is:

Unabhängiges Landeszentrum für Datenschutz Schleswig-Holstein, Holstenstraße 98, 24103 Kiel, Deutschland

Please note, the above mentioned rights may be restricted by national law.

**Automated decision making / profiling**

Gludan (Deutschland) GmbH does not use automated individual decision-making including profiling within the meaning of Article 22 GDPR in connection with the application.

**You can contact the data protection officer of Gludan (Deutschland) GmbH using the following contact details:**

BusinessRanger GmbH, Mittelstraße 11, 40789 Monheim am Rhein, Deutschland

E-mail: [datenschutz@gludan.de](mailto:datenschutz@gludan.de)