

## Data protection information according to Art. 13 GDPR for applicants

### Principles of data processing

As part of this business relationship, personal information about you is processed by the data controller and stored for the time necessary to fulfill the stated purposes and legal obligations.

In the following, we will inform you about which data we collect, the way in which it is processed and your rights in this context, in particular with regard to the General Data Protection Regulation (GDPR).

### Who is responsible for the data processing?

In terms of data protection law, the entity responsible ("data controller") is (depending on the contracting party):

**rose plastic AG**, Rupolzer Str. 53, 88138 Hergensweiler

### What personal data about you do we process? And for what purpose?

We only process personal data that is necessary to fulfill the specified purposes (application process) and legal obligations. This may be the following personal data:

- Personal details (e.g. name, address, contact details, birthday, place of birth, nationality)
- Family data (e.g. marital status, information on children)
- Qualification (e.g. training, professional experience, language skills, advanced training)
- Certificates, certificates
- Image and sound data (e.g. ID photo, video recording, sound recording, other photo recordings)
- and, if applicable, other data comparable with the categories mentioned

If we have received data from you, we will only process it for the purposes for which we received or collected it, e.g.

- for correspondence with you
- to fulfill legal and statutory obligations
- to defend against asserted legal claims

Data processing for other purposes may only be considered if the legal requirements are met to the extent required pursuant to Article 6 (4) GDPR. In such cases, we will, of course, observe any information requirements pursuant to Art. 13 (3) GDPR and Art. 14 (4) GDPR.

### What is the legal basis for this?

The legal basis for the processing of personal data is - as long as there are no specific legal provisions - the General Data Protection Regulation and the Federal Data Protection Act.

The following options in particular come into consideration here:

- Consent (Art. 6 Para. 1 lit. a) GDPR)

If you have given your consent to the processing of personal data, the data will only be processed for the purpose stated in the consent.

- Data processing for the fulfillment of contracts (Art. 6 Para. 1 lit. b) GDPR and Section 26 BDSG)

The processing of your personal data takes place for the establishment, implementation or termination of the employment relationship within the framework of the existing contract or for the implementation of pre-contractual measures.

- Data processing based on a weighing of interests (Art. 6 Para. 1 lit. f) GDPR)

If necessary, your personal data will be processed beyond the actual fulfillment of the contract. This processing serves to safeguard the person responsible or third parties.

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Examples: Personnel development planning, publication of business contact details on the website, recording of employee interviews

- Data processing to fulfill a legal obligation (Art. 6 Para. 1 lit. c) GDPR as well as Art. 88 GDPR and §26 BDSG).

The person responsible is subject to various legal obligations or statutory obligations (e.g. social security law, occupational safety, possibly professional law of lawyers, tax laws), as well as regulatory requirements (e.g. bar associations).

If special categories of personal data are processed in accordance with Art. 9 Para. 1 GDPR, this serves the exercise of rights or the fulfillment of legal obligations from labor law, social security law and social protection (e.g. providing health data to the Health insurance, recording of the severe disability due to additional vacation, determination of the severely handicapped tax). Processing takes place on the basis of Art. 9 Paragraph 2 b GDPR in conjunction with Section 26 Paragraph 3 BDSG. In addition, the processing of health data may be necessary to assess your ability to work in accordance with Art. 9 Paragraph 2 h GDPR in conjunction with Section 22 Paragraph 1 b BDSG. In addition, the processing of special categories of personal data can be based on consent in accordance with Art. 9 Paragraph 2 a GDPR in conjunction with Section 26 Paragraph 2 BDSG (e.g. operational integration management).

If personal data is processed on the basis of your consent, you have the right to **revoke** your consent vis-à-vis our company at any time with permanent effect. If we process data on the basis of a balance of interests, as the data subject you have the right to object to the processing of your personal data, taking into account the requirements of Art. 21 GDPR.

#### **For how long is the data stored?**

We process the data for as long as it is required for the respective purpose. To the extent that statutory storage obligations exist – e.g., under commercial law or tax law – the personal data in question is stored for the duration of the retention obligation (10 years). After expiry of the retention obligation, we check whether any further processing is necessary. If the data is no longer required, it is deleted. In exceptional cases, the general retention period for personal data may be up to 30 years if it is required for the purpose of asserting, exercising or defending against legal claims.

Naturally, you are entitled at any time to request information about the personal data that we have stored concerning you. Where no requirement to retain the data exists, you are entitled to request its deletion or to restrict its processing (see below).

#### **With whom do we share your data?**

We will only disclose your personal data to third parties as necessary for the execution of the contract with you, or if the disclosure is permitted on the basis of a balance of interests within the meaning of Art. 6 (1) (f) GDPR, or where we are legally obliged to disclose the data or you have granted your consent to the disclosure.

Your personal data can be passed on to the following recipients, for example:

- Human Resources
- Head of department
- Joint responsibility with us

#### **Transmission of personal data to a third country**

We do not intend to transfer your personal data to a third country or an international organization, unless this becomes necessary for the execution of our contract with you. Where applicable, we will inform you about this topic separately to the extent prescribed by law.

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### Where is the data processed?

Your personal data will only be processed by us in the rose plastic AG data center in Hergensweiler.

We use email communication to work with you and exchange information / data. The processing is based on a contractual or pre-contractual measure according to Article 6 (1) lit. b. The storage takes place in accordance with the statutory retention requirements.

In the case of various forms of data exchange, the legal basis is based on your consent in accordance with Article 6 (1) lit. You can revoke this consent at any time. The legality of the data processing operations that have already taken place remains unaffected by the revocation.

### Your rights as the "data subject":

- Pursuant to Art. 15 GDPR, you have the right to information about your personal data that we process. In particular, you are entitled to obtain information about the purposes of the processing, the categories of the recipients to whom your data is disclosed, the planned retention period, the existence of a right to rectification, deletion, restriction of processing or objection, the existence of a right to appeal, the source of your data (if it was not collected by the data controller) as well as the existence of – and where applicable meaningful and detailed information about – any automated decision-making processes including profiling.
- Pursuant to Art. 16 GDPR, you have the right to demand the immediate rectification and/or completion of incorrect personal data concerning you held by the data controller.
- Pursuant to Art. 17 GDPR, you have the right to request the deletion of personal data concerning you that is held by the data controller, except where the processing is necessary in order to exercise the right to freedom of expression and information, or to fulfill a legal obligation, or for reasons of public interest, or for the assertion and exercise of or defense against legal claims
- Pursuant to Art. 18 GDPR, you have the right to demand the restriction of the processing of your personal data to the extent that the latter's accuracy is disputed by you and/or the processing is unlawful but you do not require its deletion and/or the data controller no longer needs the data, however you require the data in its current form to assert, exercise or defend against legal claims and/or you have objected to the processing in accordance with Art. 21 GDPR.
- Pursuant to Art. 20 GDPR, you have the right to obtain personal data you have submitted to the data controller in a structured, common and machine-readable format or to request its transmission to another data controller.
- Pursuant to Art. 7 (3) GDPR, you have the right at any time to revoke any consent you have previously granted to the data controller. As a result of this revocation, the data controller may no longer continue any data processing that was based solely on the aforementioned consent.
- Pursuant to Art. 77 GDPR, you have the right to appeal to a supervisory authority. As a rule, you can contact the supervisory authority with responsibility for your usual place of residence or work or our company's registered office.

In the case of a request for information that is not made in writing, we ask for your understanding that we may subsequently require you to provide proof of your identity.

Right of objection: In particular, pursuant to Art. 21 (1) and (2) GDPR, you have the right to object to the processing of your data in connection with direct advertising, where this is carried out on the basis of a balance of interests.

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## Online-based Audio and Video Conferences (Conference tools)

### Data processing

We use online conference tools, among other things, for communication with our customers. The tools we use are listed in detail below. If you communicate with us by video or audio conference using the Internet, your personal data will be collected and processed by the provider of the respective conference tool and by us. The conferencing tools collect all information that you provide/access to use the tools (email address and/or your phone number). Furthermore, the conference tools process the duration of the conference, start and end (time) of participation in the conference, number of participants and other "context information" related to the communication process (metadata).

Furthermore, the provider of the tool processes all the technical data required for the processing of the online communication. This includes, in particular, IP addresses, MAC addresses, device IDs, device type, operating system type and version, client version, camera type, microphone or loudspeaker and the type of connection.

Should content be exchanged, uploaded or otherwise made available within the tool, it is also stored on the servers of the tool provider. Such content includes, but is not limited to, cloud recordings, chat/ instant messages, voicemail uploaded photos and videos, files, whiteboards and other information shared while using the service.

Please note that we do not have complete influence on the data processing procedures of the tools used. Our possibilities are largely determined by the corporate policy of the respective provider. Further information on data processing by the conference tools can be found in the data protection declarations of the tools used, and which we have listed below this text.

### Purpose and legal bases

The conference tools are used to communicate with prospective or existing contractual partners or to offer certain services to our customers (Art. 6 para. 1 sentence 1 lit. b GDPR). Furthermore, the use of the tools serves to generally simplify and accelerate communication with us or our company (legitimate interest in the meaning of Art. 6 para. 1 lit. f GDPR). Insofar as consent has been requested, the tools in question will be used on the basis of this consent; the consent may be revoked at any time with effect from that date.

### Duration of storage

Data collected directly by us via the video and conference tools will be deleted from our systems 5 / 9 immediately after you request us to delete it, revoke your consent to storage, or the reason for storing the data no longer applies. Stored cookies remain on your end device until you delete them. Mandatory legal retention periods remain unaffected.

We have no influence on the duration of storage of your data that is stored by the operators of the conference tools for their own purposes. For details, please contact directly the operators of the conference tools.

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## Conference tools used

### Skype for Business

We use Skype for Business. The provider is Skype Communications SARL, 23-29 Rives de Clausen, L-2165 Luxembourg. Details of data processing can be found in Skype's privacy policy: 6 / 9  
<https://privacy.microsoft.com/en-us/privacystatement/>.

### Microsoft Teams

We use Microsoft Teams. The provider is Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA. For details on data processing, please refer to the Microsoft Teams privacy policy:  
<https://privacy.microsoft.com/en-us/privacystatement/>.

## Our Data Protection Officer

We have appointed a Data Protection Officer for our company. His contact details are as follows:

Thomas Hug  
IDKOM Networks GmbH  
Dieselstraße 1  
87439 Kempten  
Germany  
Phone: +49 (831) 59090-400  
Email: [datenschutz@idkom.de](mailto:datenschutz@idkom.de)

## Right of appeal

You have the right to submit complaints about our processing of your personal data to a data protection supervisory authority:

Bayerisches Landesamt für Datenschutzaufsicht  
Promenade 27  
91522 Ansbach  
Phone: +49 (981) 531300  
Fax: +49 (981) 53981300  
Email: [poststelle@lda.bayern.de](mailto:poststelle@lda.bayern.de)  
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