

Data protection information for applicants Application procedure

Thank you for your interest in our company and for your application. In the following, we will inform you about the processing of your personal data in the context of an application process:

1. Name and contact details of the person responsible

HEITRONICS Infrarot Messtechnik GmbH
Kreuzberger Ring 40
65205 Wiesbaden
Germany
Phone +49 611 973 93 0
info@heitronics.com, www.HEITRONICS.com
Management: Hans-Juergen Bargenda, Juergen Webler

2. Name and contact details of the data protection officer

You can reach our external data protection officer, Ms. Caroline Böhm, at the above address with the addition "Confidential / To the data protection officer". You can reach our data protection team and DPO by e-mail: datenschutz@heitronics.com. We will provide the direct contact details of the data protection officer on request.

3. Data types and data categories, purpose and legal basis for processing your personal data

3.1 Types of data and data categories

The processing of your application documents and applicant data is part of the application process to establish an employment relationship. The following data and data categories are processed:

- Surname, first name
- Contact details (e-mail address, telephone number, address data, contact type, fax number)
- Communication content
- Cover letter
- Curriculum vitae
- Photo if applicable (optional)
- Certificates and other proof of qualifications
- as well as other data that we receive from you **voluntarily** as part of the application process

3.2. Special categories of data

If special categories of personal data within the meaning of Art. 9 para. 1 GDPR are **voluntarily** communicated in the application process, they are also processed in accordance with Art. 9 para. 2 lit. a GDPR (e.g. health data, severely disabled status or ethnic origin and, if applicable, application photo or age).

Insofar as special categories of personal data within the meaning of Art. 9 para. 1 GDPR are actively requested by us from applicants as part of the application process, they are also processed in accordance with Art. 9 para. 2 lit. b GDPR (e.g. health data if this is necessary for the exercise of the profession).

In the case of disclosure of special categories of data based on voluntary consent, they are processed on the basis of Art. 9 para. 2 lit. a. GDPR.

3.3. Application process

We process your data in accordance with Art. 6 para. 1 sentence 1 lit. b GDPR in conjunction with Art. 88 GDPR and § 26 para. 1 BDSG to decide on and, if necessary, establish an employment relationship with you as the data subject.

Applications can be sent to us by email or post. However, when sending e-mails, please note that e-mails are generally not sent in encrypted form and that applicants may have to take care of encryption themselves. We can therefore accept no responsibility for the transmission path of the application.

3.4. Data obtained as part of the application process may be used to assert, exercise or defend potential legal claims (e.g. claims under the General Equal Treatment Act)

Your personal data that we have received as part of the application process may be used by us to assert, exercise or defend potential legal claims (e.g. if claims are asserted against us under the General Equal Treatment Act). The legal basis for the processing is Art. 6 para. 1 lit. f GDPR. For the aforementioned reasons, we have a legitimate interest in the use of personal data for the defence and resistance against any legal claims.

3.6. Applicant Pool

If no suitable position can be offered to applicants at the time of application, it is possible that the data provided/transmitted throughout the application process may be collected, processed and used in our pool of applicants even after completion. This serves to contact applicants for professional purposes and for possible consideration for a subsequent job offer. In this case, you give us separate approval on request and agree to this use separately.

4. Categories of recipients to whom the personal data has been or will be disclosed

The recipients of your personal data within HEITRONICS are those employees who need to receive the data in order to handle the application process (management, responsible department, HR department). If we have involved service providers for application management who process personal data on our behalf (e.g. web hosters), we have concluded corresponding processor contracts with them in accordance with Art. 28 GDPR to ensure the protection of your personal data at all times. Other recipients may be authorities for possible criminal investigations.

5. No transfer to a third country or an international organization

There is no transfer of your personal data to a third country or an international organization and it is not intended.

6. Erasure periods / Criteria for retention

In principle, your personal data will be deleted after the purpose of the data processing has ceased to apply, at the latest after the application procedure has ended (retention limitation), unless statutory retention periods or statutory limitation periods prevent this.

If you are **not employed** at HEITRONICS after the application process has been completed, **your data will be deleted 6 months after** your application has been rejected. The retention period is based on our legitimate interest pursuant to Art. 6 para. 1 lit. b) GDPR in order to be able to reject any claims of the rejected applicants under the AGG (General Equal Treatment Act) after rejection. We reserve the right to store data for a longer period in the event that claims are asserted against us.

7. Origin of the Data

7.1. Data subject himself/herself

During the application process, we process data that you have made available to us.

7.2. Professional social networks

After receiving your application documents, we reserve the right to possibly view your publicly disclosed information (e.g. XING or LinkedIn profile) via the relevant professional social networks (including XING, LinkedIn, Stepstone) or to contact you via these professional networks.

8. Necessity for providing the data

Your personal data is not required by law or contract. However, your personal data must be provided in order to carry out the application process. If you do not wish to provide your personal data, we will not be able to consider you for an application process at HEITRONICS.

9. No automated decision-making or profiling

There is no automated decision-making or profiling within the meaning of Art. 22 GDPR as part of the application process.

10. Rights of data subjects / Your Data Protection Rights

As a data subject within the meaning of Art. 4 GDPR, you have the right

- to **obtain access** to the personal data in accordance with Art. 15 GDPR,
- to **rectification** in accordance with Art. 16 GDPR,
- to **erasure** in accordance with Art. 17 GDPR,
- to **restriction** of processing in accordance with Art. 18 GDPR,
- to **notification** regarding rectification or erasure of personal data or restriction of processing,
- to **data portability** in accordance with Art. 20 GDPR,
- to **object to processing** of personal data in accordance with Art. 21 GDPR.

To exercise the aforementioned rights, you can contact the person responsible named in section 1.

You have the right to lodge a **complaint with a data protection supervisory authority** (Art. 77 GDPR) if you are of the opinion that the processing of your personal data is not lawful. The right to lodge a complaint is without prejudice to any other administrative or judicial remedy.

In addition, there is a right of **revocation** if processing has taken place on the basis of consent.

11. Questions about data protection

If you have any questions about the processing of your personal data or complaints, you can contact our data protection team and DPO by email: datenschutz@heitronics.com.