

Information on the collection of personal data pursuant to Art. 13 GDPR (Obligation to inform)

The following information is intended to provide you with an overview of the collection, procession and use of your personal data as part of the application process with us and to inform you of your data protection rights. Which data is processed in detail and how it is use depends largely on the specific scope of the application.

§ 1 Contact details

Responsible:

MFI GmbH
Hirschmann-Ring-13
71726 Benningen
Phone: 07144 80618-0
E-Mail: datenschutz@mfi-lb.de

Competent data protection supervisory authority

Der Landesbeauftragte für den
Datenschutz und die
Informationsfreiheit Baden-
Württemberg
Postfach 10 29 32,
70025 Stuttgart
Phone.: 0711 61 55 410
E-Mail: poststelle@fdi.bwl.de

Data protection Officer

CTM-COM GmbH
Marienburgstraße 27
64297 Darmstadt
Phone: 06151 39 42 72
E-Mail: datenschutz@ctm-com.de

§ 2 Information about the processing of personal data

(1) The Purpose of the procession of your personal data and the legal basis for its processing

We process your personal data for the purpose of establishing an employment relationship in accordance with Art. 6 para. 1 lit. b GDPR. The processing is carried out solely for the purpose of assessing your suitability, competence and professional performance in relation to the job for which you are applying. We also process your personal data for specific purposes (e.g. for longer storage) if you have given us your consent to data processing in accordance with Art. 6 para. 1 lit. a GDPR.

We may be applicable, we are obliged to process your personal data in accordance with Art. 6 par. 1 it. C GDPR. Various legal obligations may exist (e.g. obligations under the German Commercial Code, the retention of tax, relevant data, the Social Code, the General Equal Treatment Act or other relevant regulations).

(2) The following categories of data may be affected

We process personal data that we receive from you as part of the application process, for example through letters of application, curriculum vitae, certificates, correspondence, telephone or verbal information.

The following categories of data may be affected

- Address details (name, address);
- Contact details (phone numbers, email address);
- Bank details;
- Application details (e.g. diploma, CV).

(3) Recipients or categories of recipients of the data

Your data will initially be accessible to our Human Resources and Accounting Departments, as well as to the department responsible of the position you have applied for. Our administrators and contract processors have the necessary technical means to access the data processed by IT. They are strictly bound by our instructions and may not process the data for their own purposes. In certain cases, we may need to disclose your personal information to third parties, such as our bank when you receive a refund or the post office when we communicate with you by letter.

In addition, third parties may receive data for specific purposes if this is required by law as part of your application (e.g. notification to the Federal Employment Agency)

No data will be transferred to locations outside European Union (so-called third countries).

(4) Duration of data retention

Your personal data will be kept for as long as it is necessary to fulfil our contractual and legal obligations in the recruitment process. If your application is successful, your personal data will be kept on your personnel file and used for the performance and terminate of the employment relationship.

If we are unable to offer you employment, we will keep your personal data for up to 6 months after we have received your resignation. If you consent to us keeping your data for longer than this, we may keep it for a longer period (up to two years).

If the data is no longer needed to fulfil contractual or legal obligations, it will be deleted, unless it is required to be retained for legal retention periods (e.g. to comply with commercial and tax retention periods of ten years).

§ 3 Your rights as a data subject

As a data subject, you have the following rights, which you may exercise vis-à-vis us and/or our service providers.

- Right of access;
- Right of rectification or erasure;
- Right to restrict of processing;
- Right to object to the processing;
- Right to data portability.

To exercise your rights, please contact us at datenschutz@mfi-lb.de.

You have the right to complain to the relevant supervisory authority (see above) about breach or suspected of data protection.

§ 4 Reason for providing your information and possible consequences of -not providing it is

You are under no obligation to provide us with any personal information. However, we can only assess your suitability, ability and professional performance in relation to the job you are applying for if we have information about your education, work experience and skills. We cannot include you in the application process without providing your contact details.

§ 5 Withdrawal of consents

You have the right to revoke at any time the data protection consent you have given to our company. Withdrawal of consent will not affect the lawfulness of any processing carried out on the basis of that consent up to the time of withdrawal.

You may contact us at datenschutz@mfi-lb.de to withdraw your consent.

§ 6 Note

This letter is for your information only. You do not need to take any action. If you have any questions, comments or suggestions about this notice or our privacy policy, please contact our Data Protection Officer (see above).