

**DATA PROTECTION INFORMATION FOR OUR APPLICANTS (M/F/D)
HOW WE HANDLE YOUR DATA AND YOUR RIGHTS
INFORMATION PURSUANT TO ARTICLES 13, 14 AND 21 OF THE GENERAL DATA PROTECTION REGULATION (GDPR)**

The following information provides you, as an applicant (m/f/d), with an overview of how we process your personal data and your rights.

1. WHO IS RESPONSIBLE FOR DATA PROCESSING AND WHO CAN I CONTACT?

The responsible body is

KAMAT GmbH & Co. KG
Salinger Feld 10
58454 Witten
Telephone: + 49 2302 89 03 0
Email: info@kamat.de

You can contact our [data protection officer](#) at:

GDI Gesellschaft für Datenschutz und Informationssicherheit mbH
Mr Olaf Tenti
Alter Schloßweg 30, 58119 Hagen
Telephone: +49 (0) 2331/356832-0
Email: datenschutz@gdi-mbh.eu

2. WHAT SOURCES AND DATA DO WE USE?

We process data that you provide to us as part of your application or that we have received from third parties (e.g. the Federal Employment Agency) with your permission. This processing is carried out for the purpose of initiating an employment relationship and is therefore necessary before an employment contract is concluded.

In particular, the following personal data and categories of data are processed for the purposes specified in section 3:

- Personal details (e.g. first name, surname, address, contact details, marital status)
- Data relating to your qualifications (e.g. educational and professional qualifications, certificates, language skills, additional qualifications)
- Data relating to your CV (e.g. type, start date, end date, location and duration of school education, training, studies, further training and professional activities)
- Other documents submitted and information derived from them
- Account details for reimbursement purposes, if applicable

We may also process personal data about you that we have obtained from publicly available sources (e.g. information on social networks such as Xing or LinkedIn).

3. WHY DO WE PROCESS YOUR DATA (PURPOSE OF PROCESSING) AND ON WHAT LEGAL BASIS?

Below, we provide information about why and on what legal basis we process your data.

3.1 PURPOSES OF THE EMPLOYMENT RELATIONSHIP

We process your data to decide whether to enter into an employment relationship with you. The legal basis for processing is therefore Article 88 of the GDPR in conjunction with Section 26(1) of the Federal Data Protection Act (BDSG).

We wish to evaluate all applicants solely on the basis of their qualifications and therefore ask that you refrain from including information about your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, health data, or data concerning your sex life or sexual orientation in your application.

3.2 BASED ON YOUR CONSENT

If you have given us your consent to process personal data, in particular the processing of special categories of personal data that you may have provided, we will process the data provided in accordance with Art. 6(1)(a) GDPR or, in the case of special categories of personal data, Art. 9(2)(a) GDPR.

This applies in particular to your consent to the further storage of your data in an applicant pool even if your current application is rejected, in case we have a new vacancy at a later date.

Consent can be revoked at any time with effect for the future. Processing that took place before the revocation is not affected by this. Revocation can be sent to the address specified in section 1.

3.3 IN THE CONTEXT OF THE BALANCING OF INTERESTS

We may also use your data on the basis of a balancing of interests to protect our legitimate interests or those of third parties (cf. Art. 6(1)(f) GDPR). This may be done in particular for the following purposes:

- General business management
- Assertion of legal claims and defence in legal disputes
- Prevention and investigation of criminal offences
- Ensuring IT security and IT operations

For your personal safety, to protect our property rights and to prevent crimes against the company, there are areas under video surveillance. We store the video data for a period of 72 hours. If we evaluate and store data for use in civil or criminal proceedings, it will be deleted once the proceedings have been concluded.

Our interest in the respective processing arises from the respective purposes and is otherwise of an economic nature (efficient task fulfilment, sales, avoidance of legal risks).

3.4 IN THE CONTEXT OF REIMBURSEMENT OF EXPENSES

If we have promised to reimburse you for expenses, e.g. travel expenses to a job interview, we will process your account details in order to reimburse these expenses. The legal basis for this is the fulfilment of our promise to reimburse expenses within the meaning of Art. 6 (1) (b) GDPR.

4. WHO RECEIVES MY DATA?

Your data will only be passed on if permitted by law. The data referred to in section 2 will be transferred to public authorities and institutions if there is a legal obligation to do so or if you have given your consent to such transfer. Such government agencies may include, in particular, the tax authorities, customs authorities and trade supervisory authorities.

Within our company, only those departments that need your data to fulfil our contractual and legal obligations or to perform their respective tasks will receive it.

Furthermore, personal data may be transferred for the purpose and within the scope of order processing (Art. 28 GDPR), in particular to IT service providers.

5. HOW LONG IS THE DATA STORED?

We process your personal data for the purpose of selecting a suitable candidate for the vacant position. The data will then be deleted, at the latest when no civil law claims can be enforced against us, which may arise in particular from the General Equal Treatment Act. If we do not delete the data immediately, we will mark it with a blocking note.

If you have given us your consent to store your application in our applicant pool, we will store your application for a maximum of 12 months. Your right of withdrawal remains unaffected.

6. IS DATA TRANSFERRED TO A THIRD COUNTRY?

Your data will only be transferred to countries outside the European Economic Area (EEA) (third countries) if and to the extent that this is necessary for the performance of the contractual relationship or required by law (e.g. accounting, administration) or if you have given us your consent.

Insofar as we use software from providers based in third countries or software from providers with subcontractors/service providers in third countries as part of the application process, your data or parts of your data may be transferred to third countries (e.g. the USA), depending on the purpose of processing.

An adequacy decision within the meaning of Article 45(3) of the GDPR exists for the USA. Personal data from the EU can now be transferred to companies and organisations in the United States that have certified themselves for the EU-U.S. Data Privacy Framework without the need for further protective measures. This adequacy decision thus serves as the basis for data transfers to the service providers we use in the United States.

If there is no adequacy decision within the meaning of Art. 45 (3) GDPR or if the company or organisation in the USA has not certified itself for the EU-U.S. Data Privacy Framework, we conclude standard data protection clauses issued by the EU Commission within the meaning of Art. 46 (2) lit. c GDPR with the respective service providers/suppliers to protect your data. Furthermore, some of our service providers have implemented binding internal data protection regulations (BCR) within the meaning of Art. 47 GDPR for their group of companies or the same group of companies, which have been approved by the respective competent supervisory authority.

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7. WHAT OTHER DATA PROTECTION RIGHTS DO I HAVE?

Under the respective legal requirements, you have the right to information (Art. 15 GDPR, Section 34 BDSG), to rectification (Art. 16 GDPR), to erasure (Art. 17 GDPR, § 35 BDSG), to restriction of processing (Art. 18 GDPR), to object (Art. 21 GDPR) and to data portability (Art. 20 GDPR).

You also have the right to lodge a complaint with the competent data protection supervisory authority (Art. 77 GDPR, Section 19 BDSG).

8. TO WHAT EXTENT IS AUTOMATED DECISION-MAKING USED IN INDIVIDUAL CASES?

We do not use automated decision-making in accordance with Art. 22 GDPR to decide whether to enter into an employment relationship with you. If we use these procedures in individual cases, we will inform you separately if this is required by law.

9. TO WHAT EXTENT IS MY DATA USED FOR PROFILING?

We do not process your data with the aim of evaluating certain personal aspects (so-called "profiling").

10. AM I OBLIGED TO PROVIDE DATA?

You are not legally or contractually obliged to provide personal data as part of your application. Please note that our ability to assess your skills and knowledge depends on the data you provide. If you do not provide any data, our assessment may not reflect your actual suitability for the position to be filled, which may result in you not being considered for employment.

As part of a possible recruitment process, we collect certain data that we need to fulfil the contract (e.g. to pay your salary) or that we are legally obliged to collect (e.g. social security data).

11. WHAT ARE MY RIGHTS TO OBJECT? (ART. 21 GDPR)

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Article 6(1)(f) GDPR (data processing based on a balancing of interests); this also applies to profiling based on this provision within the meaning of Article 4(4) GDPR.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

The objection can be made informally and should be addressed to the contact options listed in section 1.

KAMAT GmbH & Co KG
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