

## **Data protection policy for applicants**

We are pleased that you are interested in us and have applied or are applying for a position in our company. In connection with the application, we would like to provide you with information on the processing of your personal data, as follows.

### **Who is responsible for the data processing?**

In terms of data protection law, the company responsible is:

Leifeld Metal Spinning GmbH

Feldstr. 2-20

59229 Ahlen (Germany)

You will find more information about our company, details on the people authorized to represent it, as well as further contact options in the 'site notice' section of our website: [www.leifeldms.com](http://www.leifeldms.com)

### **What data connected to you will be processed by us? And for which purposes?**

We will process the data that you have provided to us in connection with your application to assess your suitability for the position (or, if applicable, other open positions in our company) and to carry out the application process.

### **Which legal grounds is that based on?**

The legal basis for the processing of your personal data in this application process is primarily Section 26 of the German Federal Data Protection Act (BDSG) in the version valid from May 25, 2018.

Accordingly, the processing of data is permitted if required in connection with the decision to establish an employment relationship.

Should the data be required for legal prosecution after completion of the application process, data processing based on the requirements of Art. 6 of the General Data Protection Regulation (GDPR), in particular for the pursuance of legitimate interests in accordance with Art. 6 para. 1 lit. f) of the GDPR, can take place. Our interest will then lie in the assertion or defense of claims.

### **How long will the data be stored?**

The applicants' data will be deleted after six months in the case of a refusal.

In the event that you have consented to the further storage of your personal data, we will transfer your data to our applicant pool. The data will be deleted there after two years.

Should you obtain a position as part of the application process, the data from the applicant data system will be transferred to our personnel information system.

### **To which recipients will the data be passed on?**

Your application data will be viewed by the personnel department upon receipt of your application.

Suitable applications will then be forwarded internally to those who are responsible for the respective open position in the department. Further steps will then be coordinated. In principle, the only people in the company who will have access to your data, are those who need it to carry out our application process in an orderly manner.

### **Where will the data be processed?**

The data will be processed exclusively on our servers or in data centers in the Federal Republic of Germany.

### **Your rights as an "affected person"**

You will have the right to information regarding the personal data we process about you.

In the case of a request for information that is not made in writing, please understand that we may then ask for evidence from you, proving that you are the person you claim to be.

You will also have the right to correct or delete or restrict processing to the extent that you are legally entitled to do so.

Furthermore, you will have a right to object to the processing within the scope of the legal requirements. The same shall apply to a right to data transferability.

### **Data Protection Officer**

We have a data protection officer at our company. You can get in touch with him via the following contact possibilities:

BITsic -Datenschutz und Informationssicherheit-

Mr. Paul Köhler

Untere Kampstraße 12

33181 Fürstenberg (Germany)

Phone: +49 2953 99244

Fax: + 49 2953 99245

Cellphone: +49 175 2206923

E-Mail: paul.koehler@bitsic.de

Internet: [www.bitsic.de](http://www.bitsic.de)

### **Right of complaint**

You shall have the right to complain to a supervisory authority responsible for data protection about the processing of personal data by us.