

## Duty to inform applicants pursuant to Art. 13 and Art. 14 GDPR

### Data processor

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Name and contact details of the person responsible:

**HOLZAMMER Kunststofftechnik GmbH**

Am Ursprung 9  
D-92369 Sengenthal

Managing Director:  
Mathias Holzammer

E-Mail: [kontakt@holzammer.de](mailto:kontakt@holzammer.de)

Register Court: Nuremberg Local Court  
Register number: HRB 3237  
Sales tax identification number according to §27 a Sales Tax Act  
DE133539482

Name and contact details of the data protection officer:

Mrs. Gisela Pöllinger  
**Datenschutz Pöllinger GmbH**  
Dresdner Str. 38  
92318 Neumarkt  
Tel.: 09181/2705770  
E-Mail: [datenschutz@datenschutz-poellinger.de](mailto:datenschutz@datenschutz-poellinger.de)

### Processing framework and origin of the data

Purpose and legal basis for processing Art. 6, paragraph 1, a) b) f) GDPR

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**Applicant data:** Personal data of applicants is collected, processed or used for the purpose of carrying out and processing the application procedure and assessing the suitability for the position in question.

The processing of your applicant data is necessary in order to be able to decide on the establishment of an employment relationship. The primary legal basis for this is Art. 6 (1) b) GDPR. If the processing of your data is based on consent, you have the right to revoke your consent at any time with effect for the future. The processing of special categories of personal data (e.g. health data) is based on your consent in accordance with Art. 9 (2a) GDPR, unless legal permissions such as Art. 9 (2 b) are relevant. Your applicant data will be treated confidentially at all times. Should we wish to process your applicant data for a purpose not mentioned above, we will inform you of this in advance.

Origin (source) and categories of personal data processed:

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The categories of personal data processed include, in particular, your master data (first name, surname, name affixes, nationality), contact data (private address, (mobile) telephone number, e-mail address) as well as other data relating to the application procedure (cover letter, certificates, questionnaires, interviews, qualifications and previous activities). If you have also voluntarily provided special categories of personal data (e.g. health data, religious affiliation, degree of disability) in the letter of application or in the course of the application procedure, processing will only take place if you have consented to this or if a legal authorisation justifies this. Your personal data is generally collected directly from you as part of the recruitment process. In addition, we may have received data from third parties (e.g. recruitment agencies) to whom you have provided your data for disclosure. In addition, we process personal data that we have permissibly obtained from publicly accessible sources (e.g. professional social networks). In this respect, the processing of your data is based on Article 6 (1) b) GDPR.

## Recipients (categories) of personal data

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**Within the company**, only those persons and departments (management, operations manager, personnel administration, specialist department) receive your personal data that need them for the recruitment decision and to fulfil our pre-contractual/contractual and legal obligations.

**External bodies** (contractual partners) insofar as these are necessary for the fulfilment of the contract. External contractors (service companies) in accordance with Art. 28 GDPR to handle the processing of data on our behalf.

Ext. EDP service provider

**Other external bodies**, companies belonging to the group or other external bodies for the fulfilment of the above-mentioned purposes, insofar as the data subject has declared his or her written consent, this is necessary for the fulfilment of the contract or a transfer is permissible for predominant legitimate interest.

No data transfer

## Transfer to third countries

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**As a matter of principle, personal data will not be transferred outside the European Union.**

A transfer takes place in individual cases only on the basis of an adequacy decision of the European Commission, standard contractual clauses, appropriate guarantees or your express consent.

## Duration of storage / deletion

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### After the statutory retention period:

3 months                      Unsolicited applications (email), digital applications in general.

6 months                      Applications due to job advertisement for consideration of the AGG

We delete your personal data no later than six months after completion of the application process if an employment relationship does not materialise. This does not apply if legal provisions prevent deletion or if further storage is necessary for the purpose of providing evidence or if you have consented to longer storage. If we are unable to offer you a vacancy, but believe on the basis of your profile that your application could possibly be of interest for future vacancies, we will store your personal application data beyond this, provided we have your express consent to do so.

**Corresponding data will also be deleted in accordance with Art. 17 GDPR if:**

- When the storage of the data is no longer necessary
- If the data subject has withdrawn consent to data processing
- If the data have been processed unlawfully
- If there is a legal obligation to delete under EU or national law

## Rights of the data subject

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- Information about the data stored about you (Art. 15 GDPR). In particular, you can request information about the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right of complaint, the origin of your data if it has not been collected by us, as well as the existence of automated decision-making including profiling and, if applicable, meaningful information about its details.
- Rectification - If inaccurate personal data are processed (Art. 16 GDPR),
- erasure and restriction as well as objection to processing ( Art. 17, 18 and 21 GDPR).
- Right to data transfer (Art. 20 GDPR, to receive your personal data that you have provided to us in a structured, common and machine-readable format or to request the transfer to another controller.
- Revocation of consent (Art. 7 (3) GDPR). This has the consequence that we may no longer continue the data processing based on this consent for the future.
- Right of appeal to the competent supervisory authority (Art. 77 GDPR).  
The data protection supervisory authority responsible for us is:  
Bavarian State Office for Data Protection Supervision, Promenade 18, 91522 Ansbach, Germany.

## Right to object

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If we process your data to protect legitimate interests pursuant to Art. 6 (1) f) GDPR, you may object to this processing on grounds relating to your particular situation. We will then no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims. You have the right to object to the processing of your personal data for direct marketing purposes without stating reasons.

## Right to withdraw consent

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Within the meaning of Art. 6 (1) a) or Art. 9 (2) a), every data subject has the right to revoke individual or all consents given for e.g. contract performance at any time and without disadvantages for him/herself, without the lawfulness of the processing carried out on the basis of the consent up to the revocation being affected.

**Please send any revocation of consent or objection in writing to:**

**HOLZAMMER Kunststofftechnik GmbH**  
Am Ursprung 9  
D-92369 Sengenthal  
[datenschutz@holzammer.de](mailto:datenschutz@holzammer.de)

## Automated decision making and profiling

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**No** automated decision-making procedures pursuant to Art. 22 GDPR or other profiling measures Art. 4 No. 4 GDPR are used.

Up-to-dateness and amendment of this information obligation pursuant to Art. 13 and Art. 14 GDPR

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This data protection information obligation is currently valid and has the status October 2022. It may be necessary to amend this information due to changes in legal or official requirements, among other things. You can access and print out the current data protection information obligation at any time on the website [www.holzammer.de/de/datenschutzerklärung.html](http://www.holzammer.de/de/datenschutzerklärung.html).