

Information obligation according to Art. 13 and Art. 14 DSGVO for applicants

data processor

Name and contact details of the person responsible :

Graphite Materials Ltd

Rothenburger Str. 76
90522 Oberasbach Phone: +49 911 999 01 03-0
Fax: +49 911 999 01 03-50
Email: info@graphite-materials.com

Managing Director: Dr.-Ing. Rolf Terjung
District Court of Fürth: HRB 9564 VAT ID: DE813831659

Name and contact details of the data protection officer:

Ms. Gisela Pöllinger
Data protection Pöllinger GmbH
Dresden Street 38
92318 Neumarkt
Phone: 09181/2705770
Email: 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

Applicant data: Personal data from applicants is collected, processed or used to carry out and process the application process and to assess the suitability for a 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 Para. 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. Furthermore, we may also process your data to exercise house rights (video surveillance of public spaces in accordance with Art. 6 Para. 1 f) GDPR and § 26 paragraph 1 BDSG-new). The processing of special categories of personal data (e.g. health data) is based on your consent in accordance with Art. 9 Para. 2a) GDPR, unless statutory permissions such as Art. 9 Para. 2 b) are relevant. Your application data will be treated confidentially at all times. If we want to process your applicant data for a purpose not mentioned above, we will inform you beforehand.

Origin (source) and categories of personal data being processed:

The categories of personal data processed include, in particular, your master data (first name, last name, suffixes, nationality), contact details (private address, (mobile) telephone number, e-mail address) and other data from the application process (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 process, processing will only take place if you have consented to this or if a legal basis justifies this. Your personal data is usually collected directly from you as part of the recruitment process. In addition, we may have received data from third parties (e.g. employment agency) to whom you have made your data available for disclosure. In addition, we process personal data that we have legitimately obtained from publicly accessible sources (e.g. professional social networks). In this respect, your data is processed on the basis of Article 6 Paragraph 1 b) GDPR.

Recipients (categories) of the Personal Data

Within the company , only the people and positions management, human resources, department receive your personal data that they need for the hiring decision and to fulfill our pre-/contractual and legal obligations.

- Management
- HR department
- department

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

Other external bodies, companies belonging to groups or other external bodies to fulfill the above-mentioned purposes, insofar as the person concerned has given his written consent, this is necessary for the fulfillment of the contract or a transmission is permissible due to an overriding legitimate interest.

Transfer to third countries

A transfer of personal data outside of the European Union does not take place.

Duration of storage / deletion

After the legal retention period:

- | | |
|----------|--|
| 3 months | unsolicited applications (email), digital applications in general. |
| 6 months | of applications based on job advertisements to take the AGG into account |

We will delete your personal data no later than six months after completing the application process if an employment relationship does not materialize. This does not apply if legal provisions prevent deletion or if further storage is required for the purposes of providing evidence or if you have consented to longer storage. If we are unable to offer you a vacant position, but based on your profile we believe that your application could be of interest for future job offers, we will also store your personal application data, provided that you have given your express consent to do so.

Corresponding data will also be deleted according to Art. 17 DS GVO if:

- If the storage of the data is no longer necessary
- If the data subject has revoked their consent to data processing
- If the data has been processed unlawfully

- If there is a legal obligation to delete under EU or national law

rights of the data subject

- Information about the data stored about you (Article 15 GDPR). In particular, you can obtain 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 correction, deletion, restriction of processing or objection, the existence of a Right to complain, the origin of your data, if not collected from us, and the existence of automated decision-making including profiling and, if necessary, meaningful information about their details.
- Correction - Should incorrect personal data be processed (Article 16 GDPR),
- Deletion and restriction as well as objection to processing (Articles 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 transmission to another person responsible.
- Revocation of consent (Art. 7 Para. 3 GDPR). As a result, we are no longer allowed to continue the data processing based on this consent for the future
- Right of appeal to the competent supervisory authority (Article 77 GDPR). The data protection supervisory authority responsible for us is: Bavarian State Office for Data Protection Supervision, Promenade 18, 91522 Ansbach

right to object

If we process your data to protect legitimate interests in accordance with Art. 6 Para. 1 f) GDPR, you can object to this processing for reasons that arise from your particular situation. We will then no longer process your personal data unless we can demonstrate compelling legitimate grounds for processing that outweigh 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 giving a reason.

Right to withdraw consent

Within the meaning of Art. 6 Para. 1 a) or Art. 9 Para The legality of the processing carried out on the basis of the consent until the revocation is affected.

Please address the revocation of consent and objection in writing to:

Graphite Materials Ltd

Data Protection Coordinator

Rothenburger Str. 76

90522 Oberasbach Phone: +49 911 999 01 03-0

Fax: +49 911 999 01 03-50

Email: datenschutz@graphite-materials.com

Automated decision making and profiling

No automated procedures for decisions according to Art. 22 **GDPR** or other profiling measures Art. 4 No. GDPR are used.

Up-to-dateness and changes to this information obligation in accordance with Art. 13 and Art. 14 GDPR

This information obligation on data protection is currently valid and has the status of August 2022. It may be necessary to change this information due to changed legal or official requirements, among other things. The current information obligation on data protection can be viewed at any time on the website [www.graphite-materials.com/de/obligation to inform.html](http://www.graphite-materials.com/de/obligation%20to%20inform.html) can be called up and printed out by you.