

Information about the processing of your personal data in the application process

We are pleased that you have applied to BORBET. Transparency and trustworthy handling of your personal data is an important basis for good cooperation. We therefore inform you about how we process your data and how you can exercise the rights to which you are entitled under the General Data Protection Regulation. The following information provides you with an overview of the collection and processing of your personal data in connection with the application process.

1. Who is responsible for data processing?

The responsible person within the meaning of the General Data Protection Regulation (DSGVO) is:

BORBET GmbH
Main Street 5
D-59969 Hallenberg-Hesborn
Telephone: +49 2984 301 0
Fax: +49 2984 301 110
E-mail: info@borbet.de

2. how do you reach the Data Protection Officer?

Personal/Confidential
To the data protection officer
BORBET Ltd.
Main Street 5
D-59959 Hallenberg-Hesborn
E-mail: datenschutz@borbet.de

3. which of your personal data do we use?

We process your personal data insofar as this is necessary to carry out the application process. This includes the following categories of data:

Standard data:

- Applicant master data (first name, last name, address, job position).
- Qualification data (cover letter, CV, previous activities, professional qualifications)
- (Employment) references and certificates (performance data, assessment data, etc.)
- Login data (e-mail, password) for online applications

Special information required due to the position to be filled.

- Police clearance certificate
- Schufa information
- Results of the aptitude test
- Result of the medical aptitude test (suitable, not suitable, conditionally/restrictedly suitable).

Other information:

- Publicly available, job-related data, such as a profile on professional social media networks
- Voluntary information, such as an application photo, details of severely disabled status or other information that you voluntarily provide to us in your application.

4. what are the sources of the data?

We process personal data that we receive from you as part of the application process.

In addition, we receive personal data from the following entities:

- Other Group companies
- Service providers for the placement of applicants

5. what purposes do we process your data and on what legal basis?

We process your personal data in particular in compliance with the General Data Protection Regulation (DSGVO) and the Federal Data Protection Act (BDSG) as well as all other applicable laws.

5.1. Data processing for the purpose of the application relationship (Section 26 (1) BDSG)

Personal data of applicants may be processed for the purpose of the application procedure if this is necessary for the decision on the establishment of an employment relationship with us.

The necessity and the scope of the data collection are assessed, among other things, according to the position to be filled. If the position you are seeking involves the performance of particularly confidential tasks, increased personnel and/or financial responsibility, or is linked to certain physical and health requirements, more extensive data collection may be necessary. In order to protect data privacy, such data processing will only take place after the selection of applicants has been completed and immediately before you are hired).

5.2. Data processing on the basis of your consent (Art. 6 para. 1 lit. a DS-GVO, § 26 para. 2 BDSG or Art. 9 para. 2 lit. a DS-GVO).

If you have given us your voluntary consent to the collection, processing or transmission of certain personal data, then this consent forms the legal basis for the processing of this data.

In the following cases, we process your personal data on the basis of consent that you have given us and for a specific purpose:

- Inclusion in the applicant pool, i.e. we store the application documents beyond the current application procedure for consideration in subsequent application procedures.
- Application for financial support for new hires to the relevant service providers (regional employment agencies, integration or inclusion offices of the federal states).
- Forwarding the application to group companies

5.3. Based on the legitimate interest of the controller (Art. 6 para. 1 lit. f DSGVO or Art. 9 para. 2 lit. b DSGVO)

In certain cases, we process your data to protect a legitimate interest of us or a third party.

- To defend legal claims in proceedings under the General Equal Treatment Act (AGG). In the event of a legal dispute, we have a legitimate interest in processing the data for evidence purposes.
- Data comparison with EU anti-terror lists under Regulations (EC) No. 2580/2001 and 881/2002: As a company, we are obliged by EU law to cooperate in the fight against terrorism. No funds may be made available to persons and organisations on the terror lists (ban on making funds available). For this reason, we are obliged to check the names against the terror lists.
- Application for financial support for new hires with the responsible service providers (regional employment agencies, integration or inclusion offices of the federal states)

6. Who will your data be passed on to?

Your data will mainly be processed by our HR department and the head of department who fills your position. However, in some cases other internal and external bodies are also involved in processing your data.

Internal positions:

- Human Resources
- Heads of departments and divisions
- Works Council

Companies in the BORBET GROUP

- BORBET GmbH, Hauptstr. 5, 59969 Hallenberg-Hesborn
- BORBET Vertriebs GmbH, Tratmoos 5, 85467 Neuching
- BORBET Thüringen GmbH, Am Fliegerhorst 17, 99947 Bad Langensalza
- BORBET Sachsen GmbH, Industriestraße 3, 02923 Kodersdorf
- BORBET Austria GmbH, Lamprechtshausener Str. 77, 5282 Braunau am Inn (Austria)
- BORBET South Africa (PTY) Ltd, 11 Kohler Road Perseverance, Port Elizabeth 6000 (South Africa)

External service providers:

- Applicant management system Softgarden e-recruiting GmbH (info@softgarden.de) for all BORBET locations
- Service providers for file and data destruction
- Hees Rohstoffhandel GmbH, 59939 Olsberg for BORBET GmbH
- documentus GmbH, 37079 Göttingen for BORBET Thüringen GmbH
- Steinbeißer, Bruckmairstr. 23 in 85737 Ismaning for BORBET Vertriebs GmbH
- Reisswolf Österreich GmbH, Hösching, Austria for BORBET Austria GmbH
- Gräfe & Jung GmbH, Am Eiskeller 22, 58339 Breckerfeld/Germany - Agency for subsidy applications for new hires

External recipients

- Responsible service providers when applying for subsidies for new hires (e.g. employment agencies, integration offices of the federal states)

If you have any further questions about the individual recipients, please contact us at: personal@borbet.de.

7. Is your data transferred to countries outside the European Union (so-called third countries)?

Countries outside the European Union (and the European Economic Area "EEA") handle the protection of personal data differently than countries within the European Union. We also use service providers located in third countries outside the European Union to process your data. There is currently no decision by the EU Commission that these third countries generally offer an adequate level of protection.

We have therefore taken special measures to ensure that your data is processed in the third countries as securely as within the European Union. With service providers in third countries, we conclude standard data protection clauses provided by the Commission of the European Union. These clauses provide appropriate safeguards for the protection of your data with third country service providers.

If you wish to inspect the existing safeguards, you can contact us at personal@borbet.de.

8. How long will your data be stored?

We store your personal data for as long as is necessary for the decision on your application. Insofar as an employment relationship between you and us does not come about, we may also continue to store data insofar as this is necessary for the defence against possible legal claims. As a rule, your data will be deleted within 6 months of the end of the application process.

If an employment relationship does not come about, but you have given us your consent for the further storage of your data, we will store your data until you revoke your consent, but for a maximum of three further years. If there is a specific reason, we may also store your data for a longer period for the purpose of defending against possible legal claims.

9. What rights do you have in connection with the processing of your data?

Every data subject has the right to information under Article 15 of the GDPR, the right to rectification under Article 16 of the GDPR, the right to erasure under Article 17 of the GDPR, the right to restriction of processing under Article 18 of the GDPR, the right to object under Article 21 of the GDPR and the right to data portability under Article 20 of the GDPR. With regard to the right to information and the right to erasure, the restrictions according to §§ 34 and 35 BDSG apply.

9.1. Right of objection

What right do you have in the event of data processing based on your legitimate or public interest?

Pursuant to Art. 21 Para. 1 DSGVO, you have the right to object to the processing of your situation, to object at any time to the processing of personal data relating to them personal data which is processed on the basis of Art. 6 Para. 1 e DSGVO (data processing in the public interest) or on the basis of Art. 6 para.1 letter f DSGVO (data processing for the protection of a legitimate interest), This also applies to profiling based on this provision.

In the event of your objection, we shall no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that protect your which override your interests, rights and freedoms, or the processing serves to or the processing serves the assertion, exercise or defence of legal claims. legal claims.

9.2. Revocation of consent

You can withdraw your consent to the processing of personal data at any time. revoke it. Please note that the revocation is only effective for the future.

9.3. Right to information

You can request information about whether we have stored personal data about you. we have stored about you. If you wish, we will tell you what data we hold about you, for what purposes purposes the data is processed, to whom this data is disclosed, how long the data is disclosed to, how long the data will be stored and what further rights you rights you have in relation to this data.

9.4. Other rights

In addition, you have the right to have incorrect data corrected or to have your data deletion of your data. If there is no reason for the continued storage, we will delete your data, otherwise we will restrict the processing. You can also request that we store all personal data that you have provided to us in a structured, common and in a structured, commonly used and machine-readable format either to you or to a person or company of your choice.

Furthermore, you have the right to lodge a complaint with the competent data protection supervisory authority (Art. 77 DSGVO in conjunction with § 19 BDSG).

9.5. Exercising your rights

In order to exercise your rights, you can contact the person responsible or the Data Protection Officer at the contact details provided or contact the Human Resources Department at personal@borbet.de. We will process your requests promptly and in accordance with the legal requirements and will inform you of the measures measures we have taken.

10. Is there an obligation to provide your personal data?

The provision of personal data is neither required by law nor by contract. required, nor are you obliged to provide the personal data. However, the provision of personal data is necessary for the implementation of the application process. This means that if you do not provide us with personal data when applying, we will not be able to carry out the application process.

11. Changes to this information

If there is a material change in the purpose or manner in which we process your personal data, we will update this information in a timely manner and inform you of the changes in a timely manner.