

Data protection information for applicants

1 General

We are pleased that you are interested in us and are applying for or have applied for a position in our company. In the following, we would like to provide you with information about how your personal data will be processed in connection with the application.

1.1 Contact details of the Controller

WERMA Signaltechnik GmbH + Co. KG
Dürbheimer Str. 15
78604 Rietheim – Weilheim, Germany
Tel.: +49 (0)7424 9557 0
Fax: +49 (0)7424 9557 44
Email address: info@werma.com

You can find further information about our company, information on authorised representatives and other contact options in the legal notice on our website: <https://www.werma.com/>

1.2 Contact details of the Data protection officer

We have appointed a data protection officer in our company. You can reach them using the following contact options:

Deutsche Datenschutzkanzlei – Mr. Maximilian Musch
Richard-Wagner-Straße 2
88094 Oberteuringen, Germany
Email: musch@ddsk.de

2 Processing framework

2.1 Source and origin of acquired data

We process the data that you have sent us in connection with your application in order to check your suitability for the position (or any other positions in our company) and to complete the application process. We also process personal data that you have published on the Internet and that we are permitted to process within the scope of data protection laws. This includes, for example, your CV, career history etc.

2.2 Purposes and legal grounds of data processing

We will process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG-Neu) and other relevant laws.

The legal basis for processing your personal data in this application process is primarily Art. 6 Para. 1 lit. b) GDPR in conjunction with Article 26 BDSG-Neu. As stipulated by these regulations, processing data as necessary in connection with the decision to establish an employment relationship is permitted. Should the data be necessary for legal prosecution after completion of the application process, data can be processed on the basis of the requirements of Article 6 GDPR, in particular for the purpose of exercising legitimate interests pursuant to Article 6 Para. 1 lit. f) GDPR. Our interest is then to assert or defend claims.

Insofar as special categories of personal data are processed in line with Article 9 Para. 1 GDPR, they must be used within the framework of establishing an employment relationship, exercising rights or fulfilling legal obligations. This is done on the basis of Article 9 Para. 2 b) GDPR in conjunction with Article 26 Para. 3 BDSG-Neu. In addition, it may be necessary to process health data for the assessment of your ability to work in accordance with Art. 9 Para. 2 h) in conjunction with Article 22 Para. 1 b) BDSG-Neu.

In addition, due to the European regulations Nr. 2580/2001 and Nr. 881/2002, we are obliged to compare your data against the list of sanctions to ensure that no funds or other financial resources are made available for terrorist activities. The data processing is based on Art. 6 para. 1 lit. c) GDPR (legal obligation).

If we wish to process your personal data for a purpose not mentioned above, we will inform you in advance.

2.3 Recipients of data within the EU

Within our company, only the persons and bodies (e.g. departments, management, HR department) who require your personal data for the application process will receive your personal data.

Your applicant data will be viewed by the HR department and the bodies once your application has been received. Suitable applications are then forwarded internally to the persons responsible for the respective open position within the department. The further course of action is then agreed. Within the company, only those persons who require your data for the proper processing of our application procedure have access to your data.

We use a specialised software provider (Softgarden e-recruiting GmbH, Tauentzienstraße 14, 10789 Berlin, Germany) for the application process. They act as a service provider for us and may also gain knowledge of your personal data in connection with the maintenance and care of systems. We have concluded an order processing agreement with this provider that ensures that data is processed in a permissible manner.

2.4 Data processing based on your consent

2.4.1 Feedback on the job interview

If you have given us your consent to participate in our satisfaction survey as part of the application process, we will send you an e-mail address containing a link to our satisfaction survey on our website. If you decide to take part in the survey, the contents of your evaluations (hereinafter "feedback") will be published in pseudonymized form, i. e. without providing personal data, on our careers website at: <https://www.werma.com/de/career/> in the form of "quotes".

Please note:

If you provide personal details (e. g. surname, first name, job title) in the feedbacks, your evaluation can no longer be processed anonymously. As a rule, personal data will not be published.

You can **withdraw your consent to the publication of your feedback** at any time. All you need to do is send an informal message or e-mail to personal@werma.com to us.

Please note that we may require more detailed information, e.g. the time at which your feedback was submitted, in order to correctly allocate your feedback. We will then immediately delete your feedback from our system and website.

The legality of the data processing carried out until the revocation remains unaffected by the revocation.

2.5 Consequences of failing to provide data

As part of your application, you must provide the personal data required to establish the employment relationship or that we are legally obliged to collect.

2.6 Automated case-by-case decisions

We do not use purely automated decision-making processes in accordance with Article 22 GDPR. If we should use such a procedure in future in individual cases, we will inform you of this separately, if this is required by law.

2.7 Recipients of data outside the EU

No data is transmitted to recipients outside the EU.

2.8 Retention periods

Applicant data will be deleted after 6 months in the event of rejection. In the event that you have consented to the further storage of your personal data for further job advertisements or for a period that exceeds the current application process, we will transfer your data to our applicant pool. There, the data will be deleted after 12 months.

If you have received a job confirmation as part of the application process, the data from the applicant data system will be transferred to our personnel information system.

3. Rights of the data subject

According to Art. 12 et. seq. GDPR: You can request information about the data stored about you at the above address. In addition, you can request the correction or deletion of your data under certain conditions. You may also have the right to restrict the processing of your data and the right to receive the data you have provided in a structured, common, and machine-readable format. Furthermore, you have a right to object to processing within the framework of the legal requirements. The same applies to a right to data portability.

You also have the possibility to lodge a complaint with the above-mentioned data protection officer or with a data protection supervisory authority.

The data protection supervisory authority responsible for us is:

Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg
(Baden-Württemberg state commissioner for data protection and freedom of information)
70025 Stuttgart, Germany

4. Withdraw your consent.

You have the possibility to withdraw an already given consent at any time. All you need to do is send us an informal message or e-mail to personal@werma.com. The legality of the data processing carried out until the revocation remains unaffected by the revocation.