
PRIVACY POLICY FOR THE HANDLING OF APPLICATIONS

Our handling of your data and your rights
– Information in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation
(GDPR/DSGVO) –

Dear
Applicant,

We are pleased that you would like to apply for a job with us. Below we explain how we process your personal data as part of an application and provide further relevant information in this context.

1. Who is responsible for data processing and whom can I contact?

The responsible body is:

Robbe & Berking Silbermanufaktur seit 1874 GmbH & Co. KG
Zur Bleiche 47
24941 Flensburg
Phone: +49 (0)461 90306-0
Fax: +49 (0)461 90306-87
E-mail address: info@robbeberking.de

You can reach the data protection officer at:

Phone: +49 (0)4841 8968-20
E-mail: info@datensicherheit-nord.de

2. For what purposes and on what legal basis do we process personal data?

We process personal data about you for the purpose of your application for employment insofar as this is necessary for the decision to establish an employment relationship with us. The legal basis for this is Section 26(1) in conjunction with (8)(2) German Federal Data Protection Act (BDSG).

Furthermore, we may process personal data about you insofar as this is necessary for the defence of asserted legal claims against us arising from the application process. The legal basis for this is Art. 6(1)(f) GDPR; the legitimate interest is, for example, a duty to provide evidence in proceedings under the German General Equal Treatment Act (AGG).

Insofar as an employment relationship arises between you and us, we may continue to process the personal data already received from you for the purposes of the employment relationship in accordance with Section 26(1) BDSG if this is necessary for the performance or termination of the employment relationship or for the exercise or fulfilment of the rights and obligations of the employee representation resulting from a law or a collective agreement, a works agreement or a service agreement (collective agreement).

3. What categories of personal data do we process?

We process data related to your application. This may be general personal data (such as name, address and contact details, possibly health data), information on your professional qualifications and school education or information on further professional training or other information that you provide to us in connection with your application. In addition, we may process work-related information that you have made publicly available, such as a profile on professional social media networks.

4. What are the sources of personal data if we do not collect it from you?

Insofar as we do not collect the data directly from you and you have an active profile on a job application portal such as Stepstone or similar professional platforms such as Xing, or disclose an inactive or only partially active profile of yours to us as part of the application process, we may also receive or collect personal data from them.

5. What are the categories of recipients of personal data?

We may transfer your personal data to companies affiliated with us, insofar as this is permissible within the framework of the purposes and legal bases set out in Article 2. Furthermore, personal data is processed on our behalf on the basis of contracts in accordance with Art. 28 GDPR/DSGVO, in particular by host providers or providers of applicant management systems.

6. Is the transfer to a third country intended?

A transfer to a third country is not intended.

7. How long will your data be stored?

We store your personal data for as long as is necessary to make a decision about 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 any legal claims. In this case, the application documents will be deleted six months after notification of the rejection decision, unless longer storage is necessary due to legal disputes.

In the event that you have agreed to continued storage of your personal data, we may transfer your data to our applicant pool. There, the data is deleted after one year.

8. What rights do you have?

As an applicant with us, you have the following data protection rights according to Art. 15-22, 34 GDPR/DSGVO, depending on the situation in the individual case, for the exercise of which you can contact us or our data protection officer at any time under the data mentioned in Article 1:

- **Information** about the stored data and its processing (Art. 15 GDPR/DSGVO).
- **Correction** of inaccurate personal data (Art. 16 GDPR/DSGVO).
- **Deletion** of stored data (Art. 17 GDPR/DSGVO).

The right to **deletion** is restricted insofar as the processing is necessary:

- For compliance with a legal obligation which requires processing under European Union or Member State law to which we are subject.
- For the assertion, exercise or defence of legal claims.

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- **Restriction** of data processing if data may not yet be deleted due to legal obligations (Art. 18 GDPR/DSGVO).
 - **OBJECTION to the processing of the data (Art. 21 GDPR).**
 - **Data portability**, provided that the data processing has been consented to or a contract has been concluded (Art. 20 GDPR/DSGVO).
 - **Consents to processing** that have been given may be revoked at any time with effect for the future.
 - **Right of appeal** to a data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG).

The supervisory authority in Schleswig-Holstein is

Unabhängiges Landeszentrum für Datenschutz (ULD)
Holstenstraße 98
24103 Kiel
Phone: +49 (0)431 988 1200
Fax: +49 (0)431 988 1223
mail@datenschutzzentrum.de
www.datenschutzzentrum.de

You can also contact our data protection officer.

Information about your right to object

In accordance with Article 21 of the General Data Protection Regulation (GDPR/DSGVO)

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Article 6(1)(e) GDPR/DSGVO (data processing in the public interest) and Article 6(1)(f) GDPR/DSGVO (data processing on the basis of a balance of interests).

If you object, we will 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.

The objection can be made without formalities and should preferably be addressed to:

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24941 Flensburg