

## Processing of applicant data

Status: 07.04.2025

### 1. Person responsible

<b>Name / designation of the person responsible</b>	KERN LIEBERS GmbH & Co KG
<b>Street</b>	Dr.-Kurt-Steim-Str. 35
<b>Zip code / City</b>	78713 Schramberg
<b>Telephone</b>	+49 7422 511-0
<b>E-mail address</b>	info@kern-liebers.com
<b>Internet address / URL</b>	www.kern-liebers.com

### 2. Legal representatives of the person responsible

<b>Management of the responsible office</b>	Dr. Erek Speckert Udo von Reinersdorff Dr. Wolfgang Gref
<b>Person responsible for data processing</b>	Dennis Bender (SVP Corporate IT)

### 3. Data Protection Officer

<b>Name</b>	Dr. Rainer Harwardt
<b>The company</b>	ORGATEAM Management Consulting GmbH
<b>Address</b>	Im Ettenbach 13 a
<b>Zip code / City</b>	77767 Appenweier-Urloffen
<b>Telephone</b>	07805-918-2553
<b>E-mail address</b>	<a href="mailto:rainer.harwardt@orgateam.org">rainer.harwardt@orgateam.org</a>
<b>Internet address / URL</b>	<a href="http://www.orgateam.org">www.orgateam.org</a>

#### 4. Purpose of data collection, processing and use, legal basis

<b>Intended use:</b>
<p>1) The processing of personal data provided to us as part of an application procedure serves to determine the suitability and selection of applicants, insofar as this is necessary for the decision on the establishment of an employment relationship.</p> <p>We may further process the personal data already provided by you in the context of an application procedure in accordance with Art. 88 GDPR in conjunction with Section 26 BDSG for the purposes of the employment relationship, insofar as this is necessary for the commencement, execution or termination of the employment relationship or for the exercise or fulfillment of the rights and obligations of the representation of employees' interests arising from a law or a collective agreement.</p> <p>2) We also process your data in order to fulfill our legal obligations, in particular in the area of tax and social security law.</p> <p>3) Where necessary, we also process your data in order to protect our legitimate interests or those of third parties (e.g. authorities). This includes, among other things, the defense against legal claims asserted against us. The legitimate interest is, for example, a burden of proof in proceedings under the General Equal Treatment Act (AGG). Data may also be processed for statistical purposes.</p> <p>4) As part of the application, special categories of personal data may be processed in accordance with Art. 9 para. 1 GDPR if you have and can prove that you have a severely disabled status.</p> <p>5) In the event that we do not employ you directly, there is the possibility of including you in an applicant pool or, as you may also be of interest to other areas with vacancies due to your qualifications, we would be happy to forward your documents to them. Inclusion in the applicant pool or forwarding to other areas of our company/group of companies takes place on the basis of a consent to be obtained from you by us.</p>
<b>Legal basis / permissibility of data collection:</b>
<p>1) Processing based on pre-contractual measures Establishment of an employment relationship pursuant to Art. 6 (1) (b) GDPR pre-contractual measures</p> <p>2) Processing based on legal requirements (Article 6(1)(c) GDPR in conjunction with Section 26 BDSG)</p> <p>3) Processing in the context of balancing interests (e.g. statistical evaluations) (Article 6(1)(f) GDPR)</p> <p>4) Processing of special categories of personal data (e.g. severe disability) (Art. 9 para. 2 lit. b GDPR in conjunction with § Section 26 para. 3 BDSG or pursuant to Art. 9 para. 2 lit. h GDPR in conjunction with § 22 para. 1 lit. b BDSG)</p> <p>5) Processing based on your consent (applicant pool, forwarding to other areas in the company) (Article 6(1)(a) GDPR in conjunction with Section 26(2) BDSG)</p>

## 5. Description of the groups of data subjects and the data or categories of data involved

Group of people	Data / data category
Applicants	<p><b>Name data:</b> (first name, surname, name affixes, etc.), <b>contact data</b> (e.g. private address, (mobile) telephone number, e-mail address, etc.), <b>Information on professional qualifications and school education</b> (e.g. CV, references, certificates)</p> <p><b>Information on continuing professional development, photo, if applicable,</b> and any other data that you send us in connection with your application. This may also include special categories of personal data such as health data.</p> <p><b>Special categories:</b> Severe disability</p>

## 6. Information on the origin of the data

We process personal data that we have received from you by post or e-mail in the course of contacting you or your application.

Accordingly, this information is provided in accordance with Art. 13 GDPR. In certain constellations, we may have received data from third parties (e.g. recruitment agencies). We would also like to inform you about this here in accordance with Art. 14 GDPR.

## 7. Recipients or categories of recipients to whom this data may be disclosed.

<b>Receiver</b>	<p><u>Internal:</u> HR department, management, executives, works council</p> <p><u>External:</u> Personnel consultant if applicable, employment agency if applicable (in the event of feedback), processor if applicable</p>
-----------------	--

Within our company, only those departments that need your data to fulfill our contractual and legal obligations or to implement our legitimate interest will have access to it. Processors employed by us may also receive data for these purposes. These are, for example, companies in the IT services category. In these cases, we ensure that the processing of personal data is carried out in accordance with the provisions of the GDPR by concluding data processing agreements.

We will only pass on information about you outside the company if this is permitted or required by law or official notification obligations (e.g. law enforcement authorities), if the disclosure is necessary to fulfill legal obligations, if we have your consent or if we are authorized to provide information.

## 8. Standard deadlines for the deletion of data and verification

<b>Storage duration of the data</b>	<p><b>Retention:</b> Generally 6 months after the end of the application process (2 months according to § 15 (4) AGG plus 4 months time buffer). The data will then be deleted unless a setting is made.</p>
-------------------------------------	--

In the event that you have consented to your personal data being stored for a longer period, we will store it in accordance with your declaration of consent.

If the application procedure is followed by an employment relationship, training relationship or internship relationship, your data will if necessary and permissible, continue to be stored and then transferred to the personnel file.

Following the application process, you may receive an invitation to join our talent pool. This allows

us to consider you for suitable vacancies in our applicant selection process in the future. If we have your consent to do so, we will store your application data in our talent pool in accordance with your consent or any future consents. We will also obtain your consent in advance for forwarding to other areas in our company.

### 9. Your rights as a data subject

The applicable data protection law grants you comprehensive data subject rights (information and intervention rights) vis-à-vis the controller with regard to the processing of your data, about which we inform you below:

- Right to information in accordance with Art. 15 GDPR: As a person affected by data processing, you have the right to request information free of charge about the personal data we have stored about you.
- In addition, if the legal requirements are met, you have the right to rectification (Art. 16 GDPR), erasure (Art. 17 GDPR), restriction of processing (Art. 18 GDPR) and data portability (Art. 20 GDPR).
- **If the data processing is based on Art. 6 para. 1 e) or f) GDPR (data processing on the basis of a legitimate interest), you have the right to object in accordance with Art. 21 GDPR. If you object to the data processing, it will not be carried out in the future unless the controller can demonstrate compelling legitimate grounds for further processing which override your interests, rights and freedoms, or if the processing serves the establishment, exercise or defense of legal claims.**
- If the data processing is based on consent in accordance with Art. 6 (1a) or Art. 9 (2a) GDPR, you can withdraw your consent at any time with effect for the future. Please note that the revocation only takes effect for the future. Processing that took place before the revocation is not affected by this, i.e. the legality of the processing of your data up to a revocation is not affected by the revocation. also note that we may have to retain certain data for a certain period of time in order to comply with legal requirements.
- you believe that the processing of your personal data the GDPR, you have the right to lodge a complaint with a competent data protection supervisory authority (Art. 77 GDPR).

### 10. Additional information on processing

#### Obligation to provide the data:

- No data is transferred to third countries (outside the EU)
- You have the right to access, rectification, erasure and restriction, Objection and data portability with regard to your personal data
- Consent for the applicant pool can be revoked at any time, This will result in the immediate deletion of your data.

A possible recruitment decision is not made on the basis of automated decision-making

- You have the right to lodge a complaint with the supervisory authority