

## **INFORMATION ON DATA PROTECTION**

Ladies and Gentlemen,

The protection of your personal data is important to us. According to the EU General Data Protection Regulation (DSGVO), we are obliged to inform you about the purpose for which our company collects, stores or forwards data. The information also tells you which rights you have with regard to data protection.

### **1. responsibility for data processing**

Responsible for data processing:

Arntjen Germany GmbH

Gerd Arntjen

An der Brücke 33-35, 26180 Rastede

info@arntjen.com

You can reach the responsible data protection officer at:

Thorsten Brendel

ViCoTec Internetsysteme GmbH & Co. KG

August-Wilhelm-Kühnholz-Straße 5, 26135 Oldenburg, Germany

E-mail: info@datenschutz-oldenburg.de

### **2. purpose of processing, categories and legal basis**

When you contact us in business we collect the following information from you:

- 1) Salutation, if applicable title, first name, surname
- 2) E-mail address
- 3) Telephone number (landline and / or mobile)
- 4) Contact details (including postal address)
- 5) Contract data for processing
- 6) If applicable, invoice data and data on past payment behaviour
- 7) Bank data (credit institution, bank account, credit information etc.)
- 8) If applicable, creditworthiness data

The processing is carried out at your request and is necessary according to Art. 6 para. 1 sentence 1 lit. b DSGVO to fulfil the purpose of the contract or to carry out pre-contractual measures. Without the details of this data, implementation would not be possible.

### **3. recipient of the data**

We will only transfer your personal data to third parties if this is permitted by law or if you have consented.

Recipients of your personal data may share your personal data with others in particular. business relationship and professional associations.

#### 4. storage of data

The data collected by us will be stored until the end of the statutory retention periods (usually 10 years for booking and other vouchers) and deleted thereafter, unless in accordance with Article 6 paragraph 1 sentence 1 lit. c DSGVO due to tax and commercial storage and documentation obligations (from HGB, StGB or AO) longer storage obligations are to be applied or you have consented to a further storage in accordance with Article 6 paragraph 1 sentence 1 lit. a DSGVO.

The data are processed exclusively in computer centres of the European Union within the scope of the DSGVO.

#### 5. your rights

As an affected party according to DSGVO you have rights, which are shown to you in the following paragraph.

- Information about personal data concerning you (Art. 15 DSGVO);
- Correction of incorrect personal data concerning you (Art. 16 DSGVO);
- Deletion of personal data (Art. 17 DSGVO);
- Restriction of the processing of personal data (Art. 18 DSGVO);
- Opposition to the processing of personal data (Art. 21 DSGVO)
- To revoke your consent to us at any time. As a result, we may no longer continue the data processing based on this consent in the future (Art. 7 para. 3 DSGVO).
- Right to data transferability (Art. 20 DSGVO)
- Right of appeal to a supervisory authority

You have the right to contact the competent data protection supervisory authority if you consider that the processing of your personal data is not lawful. (Art. 77 DSGVO)

The address of the supervisory authority responsible for us is:  
Name: The State Commissioner for Data Protection Lower Saxony  
Address: Prinzenstraße, 30159 Hannover, Germany

## **ADDITIONAL INFORMATION FOR APPLICANTS**

We are pleased that you are interested in us and are applying or have applied for a job in our company. You will find further information about our company, details of authorised representatives and other contact details in our imprint on our website, which you can find here:  
<https://www.arntjen.com/kontakt/impressum/>

### **1. which data of yours are processed by us? And for what purposes?**

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 open positions in our company) and to carry out the application process.

### **2. what is the legal basis for this?**

Legal basis for the processing of your personal data in this application procedure is primarily § 26 BDSG in the version valid from 25.05.2018. Accordingly, the processing of the data required in connection with the decision on the establishment of an employment relationship is permissible.

Should the data be necessary for legal prosecution after completion of the application procedure, data processing may be carried out on the basis of the requirements of Art. 6 DSGVO, in particular to safeguard legitimate interests pursuant to Art. 6 para. 1 lit. f) DSGVO. Our interest then lies in legal prosecution.

### **3. How long is the data stored?**

In the event of rejection, applicants' data will be deleted after 6 months at the latest.

In the event that you have agreed to your personal data being stored further, we will transfer your data to our applicant pool. The data will be deleted after two years at the latest.

If you have been awarded a position as part of the application process, the data will be transferred from the applicant data system to our personnel information system.

### **4. which recipients will the data be passed on to?**

Your applicant data will be viewed by our managers after receipt of your application. Then the further procedure will be coordinated. In the company only those persons have access to your data who need it for the proper course of our application procedure.