

## Data protection information according to Art. 13 GDPR

This data protection information informs you about the processing of your personal data at MÜNZING CHEMIE GmbH, group companies, departments and groups. According to Art. 4 No. 1 GDPR, your personal data includes all information that relates or can be related to your person,

### Personal information and personal data

During the application process, MÜNZING CHEMIE GmbH collects and processes information (both in paper format and in digital form).

This data may include:

- Master data (title, name, address, telephone numbers and e-mail address,
  - If provided by the applicant in the curriculum vitae: address, date, place, country and, if applicable, name of birth, nationality, marital status, children, religious affiliation)
- Employment-related data, for which location, which entry level and which degree of employment, area and entry date the application is to be considered, as well as the salary requirement you have indicated.
- Data on how you became aware of the job offer.
- Other data that you voluntarily provide to us in the application process by otherwise sending it to the responsible party, such as in your letter of application, your resume or your certificates (such as on school education, professional career, extra-professional interests).
- Communication data: Data about the content of the communication and other data that arise in the course of communication (e.g., in the event of telephone queries on our part) with you.

### Purposes of collection and processing

Münzing Chemie GmbH collects, processes and uses your personal data exclusively for the purpose of the application process. In this context, your personal data will also be forwarded to the respective specialist department for the evaluation of your documents. Your data will only be processed for purposes other than those stated if such processing is compatible with the purposes of the application process. We will inform you about such processing before further processing of your data and, if necessary, obtain your consent for this.

## **Your data protection rights**

Your data protection rights are regulated in Chapter III (Art. 12 ff.) of the European Data Protection Regulation (GDPR). According to these regulations, you have a right to information about the personal data stored about you, about the purposes of processing, about any transfers to other bodies and about the duration of storage.

To exercise your right to information, you may also receive extracts or copies. If data is inaccurate or no longer necessary for the purposes for which it was collected, you may request that it be corrected, erased or restricted from processing. Where provided for in the processing procedures, you may also inspect your data yourself and correct it if necessary.

If reasons against the processing of your personal data arise from your particular personal situation, you may object to processing insofar as the processing is based on a legitimate interest. In such a case, we will only process your data if there are special compelling interests for this.

If you have any questions about your rights and how to exercise them, please contact the personnel department of Münzing Chemie GmbH or the company data protection officer.

## **Legal basis for the processing of your personal data**

The legal basis for the processing of your personal data for the purpose of the application process is Art. 88 GDPR in conjunction with § 26 of the Federal Data Protection Act.

Data will only be collected and processed for this purpose if this is required by law. Insofar as further data may not be directly required for the implementation of the applicant process, the processing is based on a legitimate interest of the company pursuant to Art. 6 Para. 1 lit. f GDPR.

A legitimate interest may arise, for example, from internal organizational and administrative purposes, for the protection of the company's facilities, equipment and assets as well as data processing equipment and data. Processing of your data is permissible here if the protection of your interests, fundamental rights and freedoms does not prevail.

In individual cases, we may also obtain your consent to the processing or transmission of your data. In these cases, your consent is voluntary and can be revoked by you at any time for the future, unless otherwise agreed. You will not suffer any disadvantages from a non-consent or a possible later revocation of a consent.

## **Transmission of your personal information**

Your personal data will only be transferred or disclosed to external parties if this is required by law or if Münzing Chemie GmbH or an external party has a legitimate interest in the aforementioned sense and the transfer is permissible according to data protection regulations.

Your personal data and information may also be disclosed by Münzing Chemie GmbH to agents and contractors who provide a service for us for legitimate purposes, provided that permission to do so exists in individual cases in accordance with data protection regulations. If your consent or a separate notification is required for this, we will obtain your consent in advance or inform you of this in good time.

Certain personnel administration and personnel management tasks are carried out centrally by Münzing Chemie's personnel department. These include in particular <z. e.g. central personnel administration tasks, personnel planning, personnel development, training, central *compliance measures*, a *central personnel reporting system*...>. For this purpose, specially defined departments

*have limited access rights to your data. Your data will only be transferred or disclosed to the extent necessary for this purpose and in compliance with the relevant data protection regulations.*

### **Duration of storage**

Your personal data will only be stored for as long as knowledge of the data is required for the purposes of the applicant process or the purposes for which it was collected, or for as long as legal or contractual retention requirements exist.

Different legal retention periods result from tax law, labor law and social security law regulations and extend up to ten years for documents and receipts relevant to tax law. After completion of the application process, we will keep your personal data for another 6 months.

### **Responsible body for the processing of your personal data**

The competent and responsible body for the collection, processing and use of your personal data is Münzing Chemie GmbH in the Federal Republic of Germany, unless otherwise contractually agreed.

The personal data is stored and processed in personnel data processing systems. The technical installation is designed in such a way that only a narrowly defined group of specially authorized persons is authorized to access the data and that any other access or other knowledge of the data is excluded according to the state of the art.

### **Complaints about the processing of your personal data**

If you have concerns or a question about the processing of your personal data and information, you can contact your HR department. However, you can also contact the company data protection officer or the supervisory authority for data protection using the contact details below.

The data protection officer of Münzing Chemie GmbH is Ms. Rose Müller, who can be contacted at [rose.mueller.partner@dekra.com](mailto:rose.mueller.partner@dekra.com) .

The responsible supervisory authority for data protection is:

State Commissioner for Data Protection and Freedom of Information Baden-Württemberg

Königstraße 10a | 70173 Stuttgart

[poststelle@lfdi.bwl.de](mailto:poststelle@lfdi.bwl.de)

<https://www.baden-wuerttemberg.datenschutz.de/>