

Information on the processing of personal data

Data according to Art. 13 GDPR for applicants

Below we inform you about the processing of your personal data. We take the protection of your data very seriously and adhere strictly to the applicable data protection laws and regulations - the Federal Data Protection Act (BDSG new) and the General Data Protection Regulation (GDPR).

The controller pursuant to Art. 13 lit. a) GDPR is:

SIMONA AG
Teichweg 16
55606 Kirn
phone: +49 67 52 14-0
fax: +49 67 52 14-211
e-mail: mail@simona-group.com

Data privacy officer

If you have any questions about data protection please contact our data privacy officer:

Ronald Baranowski
SIX DATENSCHUTZ GmbH
Kasseler Str. 30
61118 Bad Vilbel
phone: +49 6101 9829422
e-mail: rb@six-datenschutz.de

What data do we process?

As part of the application process, we process personal data that you provide to us with your application. As a rule, this is the following data:

- Master data such as salutation, title, first name, surname, name at birth, date/place of birth, etc.
- Contact details such as private address with postcode, city, street, house number, e-mail address(es), telephone numbers (landline and/or mobile), etc.
- Application documents such as cover letter, CV, application photo, school and job references and other certificates and other proof of qualifications
- Signature
- Any other information voluntarily provided by you if applicable, special personal data (in accordance with Art. 9 para. 1 GDPR) such as health data, religious beliefs or data on ethnic origin

We process the data e.g. with PDF software and Microsoft Office 365 (incl. email communication) from Microsoft Corporation Inc. Ireland or Redmond WA, 98052, USA. Your data may therefore also be transferred to the USA. Applications sent to us by e-mail are stored on our servers.

Purpose of the processing

This personal data is processed for the purpose of contacting you by e-mail, telephone or post, as well as for carrying out the application process and deciding on the establishment of an employment relationship.

The legal basis is primarily Art. 88 GDPR in conjunction with § 26 BDSG (new) (data processing for the purposes of the employment relationship) and Art. 6, para. 1 lit. b) GDPR (pre-contractual measures and contract fulfilment). If an applicant provides us with documents that contain 'special categories of personal data' within the meaning of Art. 9 para. 1 GDPR, the legal basis for processing this data is Art. 9 para. 2 lit. a) GDPR (express consent), as the data was provided voluntarily and consciously. If data required for the exercise of a profession is included, the legal basis is Art. 9 para. 2 lit. b) GDPR - fulfilment of contract.

Recipients of your personal data

Upon receipt of your application, your applicant data will be reviewed by the management and, if applicable, another manager. Those responsible in the HR department organise and manage the application process. In principle, only those persons who need access to your data for the proper course of the application procedure will have access to it. Your data will not be passed on to unauthorised third parties.

Storage period

In the event of rejection, your personal data will be deleted 6 months after completion of the application process. During this period, we can answer any follow-up questions about your application, fulfil our obligations to provide evidence and deal with any objections. For longer retention periods than those mentioned here, we ask for your prior consent, unless there is a legal basis for this.

Note on data use and storage

SIMONA AG stores and processes your personal data exclusively for the purposes stated in accordance with the German Federal Data Protection Act (BDSG-new) and the EU General Data Protection Regulation (GDPR). You can find our data protection information on our website at <https://www.simona.de/en/service/data-protection-policy/>

Your rights

You have the right to

- Object to the processing
- Revocation of consents granted
- Information about your data
- Correction of your data
- Restriction of processing
- Data portability
- Blocking and deletion of your data and
- the right to be forgotten regarding your data.

You also have the right to lodge a complaint with the competent authority if you suspect that your data is being processed unlawfully. The authority responsible for us is

Der Landesbeauftragte für den Datenschutz
und die Informationsfreiheit Rheinland-Pfalz
Hintere Bleiche 34
55020 Mainz
phone: +49 6131 8920-0
e-mail: poststelle@datenschutz.rlp.de

Please do not hesitate to contact us or our data protection officer if you have any questions about data protection and the processing of your data.