

# Privacy statement

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## For applicants

This privacy statement for applicants provides you with information on the processing of your personal data at *Raziol Zibulla & Sohn GmbH*.

Pursuant to Art. 4 No. 1 GDPR, your personal data includes information relating to or enabling a relation to be established to your person, particularly through an assignment such as a name or to an organisation or personnel number with which your person can be identified.

### Personal information and personal data:

*Raziol Zibulla & Sohn GmbH* collects and processes the following personal information (both in paper format and digital form) provided by you through your application (collectively referred to as **applicant data**):

- **Contact data** such as your name, address, telephone number and email address;
- **Information on your professional experience and skills** and your previous employment, language skills, performance evaluation, assessments and quotas;
- **Photo** (if voluntarily added).

No intention to process special types of personal data exists. However, should you disclose such data (e.g. health information), this data will also be processed.

### Data processing purposes, legal basis and consequences:

Applicant data is collected and processed for recruitment and employment purposes to determine the skills and suitability of applicants who have applied for a vacancy (collectively referred to as **processing purposes**):

Data processing by *Raziol Zibulla & Sohn GmbH* is governed by the following legal bases:

- Necessity for recruitment (Art. 88 GDPR in conjunction with Section 26 of the German Federal Data Protection Act (§ 26 BDSG (new)));
- Legitimate interest of *Raziol Zibulla & Sohn GmbH* or third parties, where the legitimate interest exists in a special application management system (Art. 6 (1) lit. f GDPR);
- Consent, if provided by you and legally recorded (Art. 6 (1) lit. a GDPR in conjunction with Art. 88 GDPR and Section 26 of the German Federal Data Protection Act (§ 26 BDSG (new)));
- Observance of statutory regulations (Art. 6 (1) lit. c GDPR).

Data of this nature is provided on a voluntary basis. A failure to provide this information could obstruct the recruitment process to an extent where *Raziol Zibulla & Sohn GmbH* can unfortunately not consider your application.



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### Recipient categories:

*Raziol Zibulla & Sohn GmbH* processes personal data within the Human Resources department and also in the relevant department. *Raziol Zibulla & Sohn GmbH* can forward information to third parties for the following processing purposes:

- **Data processing companies:** Certain third parties may receive your personal data for processing governed by appropriate instructions (data processors) if this is necessary for processing purposes. Data processing companies are contractually obliged to implement appropriate technical and organisational measures to protect and process personal data as contractually specified.

### Retention period:

Application data is stored by *Raziol Zibulla & Sohn GmbH* and our service providers as long as necessary to fulfil our obligation and, at most, for the time necessary to achieve the purposes specified in applicable data protection legislation.

If you have applied for a vacancy but received no confirmation, we will save your application for a further 6 months. All information will be deleted following these 6 months, unless it is required for further legal purposes or a lawsuit. We shall request your consent in our refusal mail if we wish to add you to our pool of applicants. If this is the case, we would retain your application for a further year for reassessment and later vacancies. Your data is destroyed following expiry of this year.

### Automated decision-making:

*Raziol Zibulla & Sohn GmbH* does not employ any automated decision-making methods in relation to your application.

### Body responsible for processing your personal data

The competent and responsible body for the collection, processing and use of your personal data in the Federal Republic of Germany is *Raziol Zibulla & Sohn GmbH*, in so far as no contractual agreements deviating from this have been concluded.

Applicant data is stored and processed in applicant management systems. The technical installation is designed to ensure that only a narrow circle of specially authorised persons has access rights, and any other accessing or obtaining of information on data through state-of-the-art methods is excluded.



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### Your rights:

If you have granted your consent, you have the possibility to revoke this consent at any time with effect for the future. This revocation will not influence the prior processing of data.

According to valid data protection legislation, you have the following rights: a) To view your personal data; b) To call for the correction of your personal data; c) To request the deletion of your personal data; d) To call for restrictions during processing of your personal data; e) To request the transfer of your personal data; f) To object to processing of your personal data. Please note that the abovementioned rights may be limited by national law.

- a) **Right to information:** You have the right to request confirmation from us as to whether personal data relating to you is being processed. If this is the case, you have a right to information concerning this personal data.

The right to information extends, inter alia, to the purposes of processing, the categories of personal data involved and the recipients or categories of recipients to whom personal data has been disclosed or is still to be disclosed. However, this is not an absolute right, and the interests of other individuals may limit your right to information.

You have the right to receive a copy of personal data that is the subject of processing. We may charge a reasonable fee based on administrative costs for further copies requested by you.

- b) **Right to correction:** You have the right to demand that we correct incorrect personal data relating to you. Depending on the purpose of processing, you have the right to have incomplete personal data completed through an additional declaration.
- c) **Right to deletion (right to be forgotten):** You have the right under certain circumstances to deletion of personal data relating to you.
- d) **Right to restricted processing:** You have the right under certain circumstances to obtain a restriction of processing of your personal data from us. The relevant data is marked under these circumstances and only processed for a particular purpose.
- e) **Right to data transfer:** You have the right under certain circumstances to obtain the personal data provided by you in a structured, frequently used and machine-readable format and are entitled to transfer this data unhindered to another company.

You also have the right to lodge a complaint with the responsible supervisory authority.



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### **Right of objection pursuant to Art. 21 General Data Protection Regulation**

For reasons that arise from his or her particular situation, the data subject has the right to object to processing of personal data relating to him or her which occurs on the basis of Article 6 (1) e or f.

As *Raziol Zibulla & Sohn GmbH* primarily processes and uses your personal data for purposes relating to the contractual relationship with you, it [the company] essentially has a legitimate interest in processing your data which, conversely, will cancel your application for restriction.

Contact us as follows to exercise your rights:

If you have any questions regarding the notification or your rights, please contact

[mailto:QM@Raziol.com?subject=Fragen zum Datenschutz](mailto:QM@Raziol.com?subject=Fragen%20zum%20Datenschutz)

You can contact the Data Protection Officer at *Raziol Zibulla & Sohn GmbH* through the following contact data:

*Lawyer Stefan Harmuth*  
Hindenburgstraße 36  
58636 Iserlohn  
[datenschutz@raziol.com](mailto:datenschutz@raziol.com)

