

Information obligations in accordance with Art. 13 EU-GDPR - Applicant

Thank you for your application to the HCS Group or its subsidiaries.

We attach great importance to the protection of your data and the safeguarding of your private life. To ensure that you are fully informed about the collection, processing and use of personal data as part of our application process, please read the information below.

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| <p>1. Who is responsible for the data processing and whom can I contact?</p> | <p>Data controller is:</p> <p>HCS Holding GmbH Schlengendeich 17 2110760549 Hamburg, Germany E-mail: dataschutz@h-c-s-group.com</p> <hr/> <p>Contact data of our data protection officer:</p> <p>CTM-COM GmbH Contact: Daniel Ziemens In den Leppsteinswiesen 14 64380 Rossdorf, Germany Tel.: 06154-57605 111 E-mail: dataschutz@ctm-com.de</p> |
| <p>2. Which sources and data do we use?</p> | <p>We process personal data which we receive from you as part of the application process, e.g. through application letters, curriculum vitae, certificates, correspondence, telephone or verbal information.</p> |
| <p>2.1 Type of data</p> | <p>The following data categories may be concerned:</p> <ul style="list-style-type: none"> • Address data (name, address) • Contact data (tel. no., e-mail address) • Banking data • Specific personal data (e.g. religion) • Application data (e.g. certificates, curriculum vitae) |
| <p>3. Why do we process your data (purpose of the processing) and on which legal basis?</p> | <p>We process your personal data in accordance with the General Data Protection Regulation (EU-GDPR) to establish or implement a contractual relationship.</p> |
| <p>3.1 To fulfil contractual obligations</p> | <p>In accordance with Article 6 (1b) EU-GDPR, i.e. initiation and, if appropriate, conclusion of an employment contract with you and related processes.</p> |
| <p>3.2 Based on your consent</p> | <p>In accordance with Article 6 (1a) EU-GDPR, if you have given us consent for the processing of personal data for specific purposes, e.g. for the storage of your data beyond the legally required period.</p> |
| <p>3.3 Because of legal requirements</p> | <p>In accordance with Article 6 (1c) EU-GDPR, i.e. various legal obligations, e.g. to comply with commercial and tax law-related data retention periods and other relevant laws.</p> |
| <p>4. Who receives my data?</p> | <p>First of all, our human resources department has access to your data but also the department with the position for which you have applied, the works council, the advisory committee if required, the severe disabilities ombudsman and accounting. Our administrators and processors have the option to access IT processed data if technically necessary. They are strictly bound by our instructions and are not allowed to process the data for their own purposes. In specific cases, we have to disclose your personal data to third parties, for instance, to our bank, if you receive a cost reimbursement, or to the post office, if we communicate with you by letter.</p> <p>Furthermore, third parties may receive data for specific purposes if this is legally required as part of your application or is required to initiate and conclude a contract with you or third parties as part of your application for the above-mentioned purposes of data processing and the legal bases for processing the data (e.g. travel reservations outside the EU, flight reservations with airlines with a seat outside the EU, inter alia, or you have issued us a consent).</p> |

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| <p>5. How long will my data be stored?</p> | <p>Your personal data will be stored for as long as it is necessary to fulfil our contractual and legal obligations during the application process. If your application is successful, they will become part of your personnel record and be used to implement and terminate the employment relationship and then deleted in accordance with the applicable regulations for personnel records. For this purpose, you receive the information obligations for employees in accordance with Art. 13 EU-GDPR. If we cannot currently offer you employment, we will process your personal data for up to 6 months after sending the rejection. If you consent to the storage of your data beyond the legally required period, the period may accordingly be longer (max. 2 years).</p> <p>If the data are no longer required to fulfil contractual and legal obligations, they will be deleted, unless the storage is necessary because of legal retention periods (e.g. to comply with commercial and tax law-related data retention periods).</p> |
| <p>6. Are data transmitted to a third country?</p> | <p>Data transmission to countries outside the EU or the EEA (so-called non-member countries) takes place only if it is necessary or legally required to initiate and, if appropriate, to conclude an employment contract or another contract with you or third parties as part of your application (e.g. tax law-related or other required reporting obligations) or you have issued us a consent and this is in accordance with the EU-GDPR. If service providers in a so-called non-member country are included, they are bound by written instructions and obliged by an agreement of the EU standard contractual clauses to comply with the data protection level in Europe.</p> |
| <p>7. Which data protection rights do I have?</p> | <p>According to the General Data Protection Regulation you have the</p> <ul style="list-style-type: none"> • the right to information, • the right to correction, deletion or restriction of the processing, • the right to object to the processing, • a right to data portability. <p>When the data processing is based on a consent, you have the right to revoke your consent at any time without the legality of the processing that occurred based on the consent until revocation or the processing on another legal basis being affected.</p> <p>Please contact the above-mentioned contact person with your concerns.</p> <p>In addition, you have the right to lodge a complaint with a supervisory authority.</p> <p>If you have any questions or wishes about data protection, of course, you may also simply contact us at any time: your contact is dataschutz@h-c-s-group.com</p> |
| <p>8. Do I have an obligation to provide data?</p> | <p>You are not obliged to provide us with personal data. However, we can only assess your suitability for each position in question if we receive information particularly on your education, your work experience and your skills, and, if you do not provide your contact data, we are not able to include you in the application process.</p> |