

Data protection information for applicants

in accordance with Art. 13 and 14 of the General Data Protection Regulation (GDPR)

Data protection is important to us. The following information explains how we use your personal data and outlines your rights.

1. Entity responsible for data processing and contact person

Leukhardt Schaltanlagen GmbH
Im Gewerbepark 10
78194 Immendingen

CEO: Andreas Glunk

E-Mail: info@leukhardt.de

2. Contact details of the Data Protection Officer (DPO)

Bernd Knecht
Rotdornweg 7
73230 Kirchheim /Teck

E-Mail: datenschutz@leukhardt.de

3. Purpose and legal basis on which we process personal data

We process all personal data in accordance with the provisions of the General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG) and other relevant data protection regulations. Our contract documents, forms, consent forms and other information provided to you (e.g. on our website) contain further details and more information on why we collect data in those specific instances.

3.1 for the establishment of an employment relationship (Art.88 GDPR i.c.w. §26 para.1 BDSG)

We will process your personal data for the purpose of processing your application with the aim of concluding an employment contract with you if you are suitable and we have selected you accordingly. The data is also processed electronically. This is particularly the case if you submit your application documents to us electronically, for example by e-mail or via a contact form on the website..

3.2 Consent (Art.6 para.1(a) GDPR)

In case you have consented to the processing of personal data, this consent will form the legal basis on which this data will be processed in that specific instance. You have the right to withdraw this consent at any time with future effect.

3.3 Compliance with legal obligations (Art.6 para.1 (c) GDPR)

We process your personal data where required for compliance with a legal obligation.

3.4 Legitimate interests pursued by us or a third party (Art.6 para.1 (f) GDPR)

We may furthermore use your personal data where necessary based on a weighing of interests to pursue our or a third party's legitimate interest. We may do so for the following purposes:

- for obtaining information and exchanging data with credit agencies if a contract involves significant economic risk.
- for storing limited amount of your data if it is not possible to delete this data because of the particular way it has been stored or if deleting it (e.g. from an email archive or file backup) would require disproportionate expense.

- for enforcing legal claims and as evidence in legal disputes that are not directly related to our contractual relationship with you.

4. Categories of personal data we process

We process the following data:

- applicant master data (e.g. name, address, contact details, date of birth)
- qualification data (e.g. cover letter, resume, previous activities, professional qualifications)
- voluntary information (e.g. application photo, information on severely disabled status)
- complete communication with the applicant including comments and evaluations that are written
- publicly available job-related information that can be viewed, for example, in social media networks such as Xing or LinkedIn.

5. Who will get to see your data?

We pass on your personal data within our company to the departments and employees who need this data to carry out the application process and to fulfill our legal obligations or to implement our legitimate interest.

In addition, the following external offices may receive your data:

- processors used by us in accordance with Art.28 GDPR, service providers for supporting activities and other controllers within the meaning of the GDPR, in particular in the areas of IT services, courier services and mail, support/maintenance of IT applications, data destruction, telephony, tax consulting, auditing services, credit institutions
- Public bodies and institutions in the event of a legal or official obligation under which we are obliged to provide information, report or pass on data, or if the passing on of data is in the public interest
- Authorities and institutions on the basis of our legitimate interest or the legitimate interest of the third party (e.g. to authorities, credit agencies, debt collection, lawyers, courts, appraisers and control bodies)
- other bodies for which you have given us your consent to the transfer of data

6. Transfer of personal data to a third country or international organization

We use software for electronic communication (e-mail, online meeting, chat, etc.) from Microsoft in-house. Although it has been agreed with Microsoft that the data will be hosted on German or European servers, there is a theoretical possibility that third parties may have access to personal data of the data subjects due to legal requirements in the USA (CLOUD Act, Patriot Act or similar). In order to limit this as far as possible, we have concluded an agreement with Microsoft based on the EU Standard Contractual Clauses (SCC), which contains further guarantees for compliance with the data protection level.

Beyond that, no data processing takes place outside the EU or the EEA.

7. How long we'll keep your information?

We store your personal data for as long as is necessary for the decision on your application. Your data will be deleted no later than six (6) months after the end of the application process. We may continue to store data beyond this insofar as this is necessary for the defense against possible legal claims.

Insofar as no employment relationship is established, but you have given us your consent for the further storage of your data ("applicant pool"), we will store your data until you revoke your consent, but for no longer than a total of 12 months from the date of receipt of your application.

8. To what extent do we use automated individual decision-making (including profiling)?

We do not use a purely automated decision-making process pursuant to Art.22 GDPR. If we intend to use such a procedure in individual cases in the future, we will inform you of this separately in advance as part of our legal obligation.

9. Your data protection rights

You have the right to information under Article 15 of the GDPR, the right to rectification under Article 16 of the GDPR, the right to erasure under Article 17 of the GDPR, the right to restriction of processing under Article 18 of the GDPR and the right to data portability under Article 20 of the GDPR. In principle, the right to object to the processing of personal data by us exists under Article 21 GDPR, provided that the processing is based on a legitimate interest (Art. 6(1)(f) GDPR). However, this right to object only applies in very special circumstances of your personal situation, whereby rights of our company may oppose your right to object. You can also object at any time to the processing of your personal data for the purpose of direct advertising.

If you wish to exercise any of these rights, please contact the data controller or our data protection officer (DPO). You can find the contact information under 1. and 2. in this data protection information.

10. Your Right to lodge a complaint with the responsible supervisory authority

If you consider the processing of your personal data unlawful, you can lodge a complaint with a supervisory authority that is responsible for your place of residence or work or for the place of the suspected infringement (Art. 77 GDPR). The supervisory authority responsible for us is:

The State Commissioner for Data Protection and Freedom of Information
Lautenschlagerstraße 20
70173 Stuttgart, Germany

E-Mail: poststelle@lfdi.bwl.de

11. Scope of the data you are required to provide

You only need to provide the data that is required for the application process or that we are legally obligated to collect. Without this data, we will generally not be able to carry out the application process and establish an employment relationship with you. If we request additional data from you, you will be informed separately that the information is voluntary.

12. Status and Updating of this data protection information

This data protection information is current as of May 19, 2022. We reserve the right to update the information in due course to improve data protection and/or to adapt it to changes in government practice or case law.