

Who is responsible for data processing?

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Who is the contact person for questions about data protection?

You can reach our (external) company data protection officer at:

HUBIT Datenschutz GmbH & Co. KG
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Which data sources do we use?

We process personal data that we have received from applicants.

We will only collect or process personal data from other sources with your consent.

Which data are processed?

In general we process:

- First name, last name
- Contact details (Address, phone number, email etc.)
- Application documents (e.g. certificates, cover letter, resume)
- Job-related information from publicly available sources (e.g., Internet)

For what purpose do we process the data?

We process the aforementioned personal data to the extent necessary for the purpose of selecting applicants and deciding on the establishment of an employment relationship.

The legal provisions, in particular those of the EU

DSGVO and the German Federal Data Protection Act (BDSG), are observed in this regard. The processing is based on the following legal basis:

- Purposes of the employment.
§ 26 Abs. 1 BDSG

Other legal bases are:

- Initiation and fulfillment of contracts
Article 6 par. 1 lit. b DSGVO

Personal data is processed for the purpose of initiating or fulfilling a contract (verbal or written) that you wish to conclude or have concluded with us.

- Legitimate interest of the controller
Article 6 par.1 lit. f EU DSGVO

A legitimate interest exists, for example, if the data is processed to defend any legal claims in connection with the application process.

- Consent of the data subject
Article 6 par.1 lit. a EU DSGVO

If we are currently unable to offer you a job, but this would be possible in the future, you can consent to us processing your data for a longer period than the period specified below.

If an employment relationship is concluded between you and us, we will process the data already received for its implementation in accordance with § 26 Abs. 1 BDSG und Article 6 par.1 lit. b DSGVO.

Who will my data be shared with?

Within our company, those persons who are directly involved in the application process have access to your data.

A data transfer takes place within the framework of the legal provisions, in particular the EU DSGVO and the BDSG.

- No data will be passed on.

- In the context of personnel placement, the data is passed on to our client.
- In the context of personnel leasing, the data is passed on to our client.

- The client initially receives only pseudonymized data. Only after a decision has been made in favor of an applicant, will the client be provided with further personal data.
- We use third-party applicant portals through which you can apply.
- If you have given us permission to pass on data, data may also be passed on to this office.

Will data be transferred to a third country?

- No, the data processing takes place exclusively within the Federal Republic of Germany, the EU or a state of the EEA.
- Yes, data processing also takes place in a third country (outside the EU or EEA). In this case, the companies or institutions involved are obligated to comply with data protection in accordance with European requirements by means of EU standard contractual clauses.

How long will my data be stored?

Your data will be processed or stored by us for as long as is necessary for the decision on your application and the filling of a vacancy. The application documents of unsuccessful applicants are generally deleted six months after notification of the decision to fill a vacancy. If longer processing of data is necessary to defend against possible claims, the data will only be deleted after the end of such a dispute.

Data will not be deleted if you have given us permission to store your data for a longer period of time with a view to a subsequent vacancy.

What (data protection) rights do I have?

The data subject - that is, the person whose data are processed - has the right to:

- Information according to article 15 EU DSGVO
- Correction of incorrect data pursuant to article 16 EU DSGVO
- Deletion according to article 17 EU DSGVO
- Restriction of processing according to article 18 EU DSGVO
- Data portability according to article 20 EU DSGVO

- Objection according to article 21 EU DSGVO
- Withdrawal of consent pursuant to article 7 EU DSGVO
- Complaint to a supervisory authority pursuant to article 77 EU DSGVO

If you have given us consent for longer-term data processing, you can revoke this consent at any time. The revocation only concerns future data processing and cannot be applied to data processing that has already taken place. In this case, we can no longer consider your application when awarding a position.

You may object to the processing of data based on a legitimate interest as a legal basis. In this case, further processing of this data is no longer possible, unless there are compelling legitimate grounds on the part of the controller for the processing or the processing serves the assertion, exercise or defense of legal claims.

If you wish to exercise any rights, please contact us directly or our contact person for questions regarding data protection (see above).

What are my obligations?

You are not obliged to provide us with personal data. However, your application cannot be processed and an employment relationship cannot be established without this data.

Does automated decision making come into play?

- No, no automated decision making is used.
- Yes, automated decision making comes into play with:

Is profiling being practiced?

- No, we do not create applicant profiles.
- Yes, we create applicant profiles from the data we have. An automated evaluation does not take place.