

Information on data protection for applicants of IBU-tec advanced materials AG according to Art. 13 GDPR

1. Name and contact details of the person responsible

Responsible for the data collection is:

IBU-tec advanced materials AG

Hainweg 9-11

D-99425 Weimar

E-mail: datenschutz@ibu-tec.de

2. Contact details of the data protection officer

DataCo GmbH

Dachauer Str. 65

80335 Munich

E-mail: datenschutz@dataguard.de

3. Purposes and legal bases of processing

Purposes of processing:

Your personal data will be collected for:

1. Implementation of the application procedure and decision on the establishment of the employment relationship
2. To communicate with you by post, email or telephone
3. Implementation of pre-contractual measures (in particular the initiation of the employment relationship with you)
4. Assertion, exercise or defense of legal claims arising from the application process

Legal bases of processing:

Processing based on consent

Insofar as we process your personal data on the basis of your consent, Art. 6 para. 1 sentence 1 lit. a GDPR i.V.m Art. 7 GDPR serves as a basis. Examples of this are often consents to the publication of names and/or photos on the Internet/intranet/flyers/etc.

Establishment, implementation and termination of the employment relationship

Insofar as we process your personal data for the purpose of establishing, implementing and terminating the employment relationship, Art. 6 para. 1 sentence 1 lit.b) GDPR in conjunction.m with Art. 88 para. 1 GDPR, § 26 para. 1 BDSG serves as the legal basis.

For the establishment, execution and termination of the employment relationship, among other things, the master data about your person is required, such as e.g. your name and your address that we need for the employment contract.

Legal obligations

Where necessary, we are legally obliged to process your personal data. The legal basis for the processing of your personal data in this case is Art. 6 para. 1 sentence 1 lit.c GDPR. Our legal obligations arise in particular from the following provisions:

- § 312 Social Code III (SGB III) - Employment certificate vis-à-vis the Federal Employment Agency
- § 28a Social Code IV (SGB IV) - Obligation to report to the authorities
- §§ 49, 50 Abs. 2 Jugendarbeitsschutzgesetz (JArbSchG) - Information and submission of lists to the authorities
- Art. 6 para. 1 sentence 1 lit.c GDPR in conjunction with .m. Art. 9 para. 2 lit.c GDPR, § 26 BDSG and § 28b para. 1 Infection Protection Act (IfSG) (and, if applicable, country, district and or industry-specific requirements)

4. Categories of processing of personal data

Categories of processing:

- We process your personal data only if you have expressed interest in our positions and if they are relevant in the respective application phase. In this case, it is generally at your discretion to what extent you provide us with your personal data including a photo as well as documents with information/proof of your qualifications, your professional career and, if applicable, other important data for a specific purpose. In individual cases, we request further documents/information insofar as this information is relevant for the position to be filled.

- We would like to expressly ask you not to provide us with any information about your religious affiliation, world view, political attitude, pregnancy, disability, financial circumstances, race, ethnic origin, gender, age or sexual identity. Even if you provide us with this information, we will not take it into account in the further course of the application process.

If our applicants enter our locations as part of the application process, additional personal data will be collected to ensure site security.

5. Recipients or categories of recipients of personal data

Your personal data will be disclosed to:

- internal recipients, insofar as necessary for the fulfilment of the above-mentioned purposes
- to our subsidiary in order to carry out tasks decided on centrally for joint processing in accordance with § 26 (1) sentence 2 GDPR or if this is necessary to fulfil the above-mentioned purposes
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- if necessary, to third parties (courts, supervisory authorities, law firms)

6. Transfer of personal data to a third country

A transfer of personal data to a third country or international organization is not planned.

7. Duration of storage of personal data

We do not intend to process and store personal data for longer than we need it for the respective purposes. If the data is no longer required for the fulfilment of contractual or legal obligations, they will be deleted regularly, unless their - temporary - storage is still necessary, in particular for the fulfilment of statutory retention periods of up to ten years (including from the Commercial Code, the Tax Code and the Money Laundering Act) or to receive evidence for legal disputes within the framework of the statutory limitation periods of up to 30 years, whereby the regular limitation period is 3 years.

8. Rights of data subjects

Under the General Data Protection Regulation, you have the following rights:

- If your personal data is processed, you have the right to obtain information from the controller about the data stored about you (Art. 15 GDPR).
- If incorrect personal data is processed, you have the right to rectification (Art. 16 GDPR).
- If the legal requirements are met, you can request the deletion or restriction of processing and object to the processing (Art. 17, 18 and 21 GDPR).
- If you have consented to data processing or if there is a contract for data processing and the data processing is carried out using automated procedures, you may have a right to data portability (Art. 20 GDPR).
- Furthermore, there is a right of appeal to a supervisory authority (Art. 77 GDPR).

9. Automated decision-making including profiling

Decision-making is not automated.