

**Obligation to provide information in accordance with art. 13 and art. 14  
of the GDPR for job applicants**

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## **Processors of data**

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Name and contact data of the responsible people:

**ratioplast GmbH**

Spitalwaldstraße 9  
D-91126 Schwabach  
Telephone +49 (0) 91 22 / 97 61 0  
Telefax +49 (0) 91 22 / 97 61 25

Email: [ratioplast-gmbh@ratioplast-gmbh.de](mailto:ratioplast-gmbh@ratioplast-gmbh.de)  
[www.ratioplast-gmbh.de](http://www.ratioplast-gmbh.de)

Managing Director Barbara Sommer  
District court of Nuremberg HRB 4578

Sales tax ID DE 133 534 817

Name and contact data of the Data Protection Officer:

Ms Gisela Pöllinger  
Datenschutz Pöllinger GmbH  
Dresdner Str. 38  
D-92318 Neumarkt, Germany  
Tel.: 09181/2705770  
E-mail: [datenschutz@datenschutz-poellinger.de](mailto:datenschutz@datenschutz-poellinger.de)

## **Processing framework and origin of data**

Purpose and legal basis for processing is art. 6, paragraph 1, a) b) f) of the GDPR

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**Job applicant data:** The collection, processing or use of the personal data of applicants is performed in order to carry out the application procedure and to assess the suitability for a job in question.

Processing of your applicant data is necessary to decide on the establishment of an employment relationship. The primary legal basis for this is to be found in art. 6(1)(b) of the GDPR. Where the processing of your data is based on your consent, you have the right at any time to withdraw the consent with effect for the future. The processing of special categories of personal data (e.g. health data) is based on your consent in accordance with art. 9 para. 2a) of the GDPR where no statutory relevant permission is granted such as in art. 9 paragraph 2 b). Your applicant data will be kept confidential at all times. Should we wish to process your applicant data for a purpose not listed above, we will inform you beforehand.

The origin (source) and categories of personal data that are processed:

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The categories of personal data processed include, in particular, your master data (first name, last name, name extensions, nationality), contact data (private address, (mobile) telephone number, e-mail address) and other data of the application process (covering letter, certificates, questionnaires, interviews, qualifications and previous activities). If you have voluntarily provided special categories of personal data (e.g. health data, religious affiliation, degree of disability) in your application letter or during the application process, processing will only take place if you have consented to this or if statutory granted permission justifies this. Your personal data are usually collected directly from you as part of the recruitment process. Further to this, we may receive data from third party organisations (e.g. job placement companies) to whom you have provided your data.. Additionally, we process personal data that we have gained in a permissible manner from publicly accessible sources (e.g. professional social networks). The processing of your data is based on article 6(1)(b) of the GDPR.

## Recipients (categories) of personal data

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**Within our company** only those people and bodies (e.g. management, Personnel department, the specialist department) receive your personal data who need them in order to make the recruitment decision and fulfil our pre-/contractual and legal obligations.

**External agencies** (contract partners) where they are necessary for the fulfilment of the contract. External contractors (service companies) in accordance with art. 28 of the GDPR for the processing the data on our behalf.

External IT service providers, software providers, disposal contractors

**Other external bodies**, group-related companies or other external bodies for the purposes mentioned above, provided that the person concerned has given his written consent that this is necessary for the fulfilment of the contract or that a transmission of data is permitted for the overriding legitimate interest.

Tax consultants

## Forwarding to third countries

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**Personal data will not be transferred outside the European Union.**

## Duration of storage / deletion

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**In accordance with the legal retention period:**

3 months                      unsolicited applications (by e-mail), digital applications in general

6 months                      applications on the basis of a job advertisement, taking account of the German Anti-Discrimination Act (AGG)

We will delete your personal data no later than six months after the completion of the application procedure, unless an employment relationship is established This does not apply if statutory provisions prevent deletion or if further storage is required for the purpose of providing evidence or if you have agreed to a longer storage period If we are unable to offer you a position but if your profile indicates that your application may be of interest for future job openings, we will also store your personal application data provided that you have given your express consent.

**Corresponding data shall also be deleted in accordance with Art. 17 of the GDPR if:**

- it is no longer necessary to save the data

- the person concerned has revoked his/her consent to data processing
- the data has been processed unlawfully
- there is a legal obligation to delete according to EU or national law

## Rights of the person concerned

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- Information about the data stored about you personally (art. 15 of the GDPR). In particular, you may demand information on the processing purposes, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned period of storage, the existence of a right to correction, deletion, restriction of processing or objection, the existence of a right of appeal, the origin of your data, if they have not been collected by us, as well as the existence of an automated decision-making process including profiling and, if necessary, meaningful information on their details.
- Correction - Should incorrect personal data be processed (art. 16 of the GDPR),
- Deletion and restriction of and opposition to processing (art. 17, 18 and 21 of the GDPR).
- Right to data transmission (art. 20 of the GDPR) To obtain your personal data which you have provided us in a structured, common and machine-readable format or to request the transfer to another responsible person.
- Withdrawal of consent (art. 7 para. 3 of the GDPR). As a result, we are not allowed to continue processing data based on this consent for the future
- Right of complaint to the responsible supervisory authority (art. 77 of the GDPR).  
The data protection authority with responsibility for us is:  
Bavarian State Office for Data Protection Supervision, Promenade 18, 91522 Ansbach

## Right to objection

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If we use your data to protect legitimate interests in accordance with art. 6 para. 1 f) of the GDPR, you may object to such processing for reasons arising from your particular situation.. We shall no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims. You have the right to object to the processing of your personal data for direct marketing purposes without giving reasons.

## Right to withdrawal of consent

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Each person concerned has, as defined in art. 6 para. 1 a) or art. 9 para. 2 a) the right to revoke individual items or all consent granted, for example for the performance of the contract, at any time and without prejudice to himself/herself, without affecting the legality of the processing carried out on the basis of the consent until revocation.

**Please address the withdrawal of consent and any objection in writing to:**

**ratioplast GmbH**  
Spitalwaldstraße 9  
D-91126 Schwabach

Email: [datenschutz@ratioplast-gmbh.de](mailto:datenschutz@ratioplast-gmbh.de)

## Automated decision making and profiling

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**No** automated procedures of decisions in accordance with art. 22 of the GDPR or other profiling measures as given in art. 4 No. of the GDPR shall be deployed.

Timeliness and change of this obligation to provide information shall be in accordance with art. 13 and art. 14 of the GDPR

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This obligation to provide information on data protection is currently valid and its status is as of August 2022.

This information may need to be changed due, among other things, to changes in legal or official requirements. The current duty to provide information on data protection can be called up and printed at any time by you on the website <https://www.ratioplast-gmbh.de/j/privacy>.