



INFORMATION FOR DATA SUBJECTS

1. INFORMATION

Subject: Your request for information pursuant to Article 15 of the GDPR

Dear Sir or Madam,

We are pleased to comply with your request dated [Date] for access to information and hereby inform you of the following:

1. We have stored the following data regarding you:

Last name:

First name:

Address:

Phone:

Email:

2. Purposes of processing:

We use the data provided above exclusively for the following purpose(s).

- Filling a job opening
- Fulfillment of the contract with you
- Administration of your employment relationship
- Public presentation
- Sending a newsletter
- Sending promotional communications

3. Data (categories):

We process the following categories of data:

|Name data | Contact data | Address data | Date of birth | Family data | Origin and permit data | Physical characteristics | Bank/payment data | Financial situation | Vehicle data | Insurance numbers | Tax data | Personal identification numbers | IP addresses | Working hours/Attendance | Resume data | Federal Central Register information | Document data | Property data | Tracking data | Photos/video recordings | Email data |



Internet usage data | Government agency data | Contract data | Wage and salary data | Employment-related data | Accident data | Consent forms |

4. Data recipients:

Your data will only be disclosed when necessary, e.g., to tax advisors, health insurance providers, etc.

5. Retention period:

[General:] We store the data for a period of [specify the duration]. If the data is no longer needed and there are no legal retention requirements to the contrary, the data will be deleted.

[When filling a job opening:] We store the data as scheduled until the conclusion of the application process, subject to applicable retention obligations, the expiration of the statutory limitation period for civil claims, or a legitimate interest in further retention. In this case, the data is deleted 6 months after sending a rejection letter to address potential claims under the General Equal Treatment Act.

[When fulfilling the contract with you:]

We typically store the data until the contractual relationship ends, subject to applicable retention obligations, the expiration of the statutory limitation period for civil claims, or a legitimate interest in further retention. In this case, retention is required pursuant to :

§ 257 IV, I No. 1, 4 HGB, § 147 I No. 1, 4, 4a AO (10 years)

§ 257 IV, I No. 2, 3 HGB, § 147 I No. 2, 3 AO (6 years)

§§ 195, 199 BGB (3 years)

§ 438(1)(3) BGB (2 years)

necessary.

[During the term of your employment.] We store the data as a rule until the termination of the employment relationship, subject, however, to applicable retention obligations, the expiration of the statutory limitation period for civil claims, or a legitimate interest in further retention. In this case, retention is required pursuant to:

§ 41(1) EstG (6 years)

§ 28f SGB IV (after the end of the calendar year following the last audit, at the latest 60 months (5 years) after the end of the calendar year in which the reimbursement claim arose)

§ 7(2) of the Temporary Employment Act (3 years)

§ 16(2) of the Working Hours Act (2 years)

§ 50(2) of the Youth Employment Protection Act (2 years)

§ 19(2) of the Maternity Protection Act (2 years) is required.



[For public display:] Your data will be stored until the consent granted is revoked or a legitimate objection is raised pursuant to Art. 21 GDPR and will be used for the purpose of public presentation.

[When sending a newsletter / for marketing communications:] Your data will be stored until you revoke your consent or submit a valid objection under Article 21 of the GDPR, and will be used for public relations purposes.

6. Data Subject Rights:

Provided the legal requirements are met, you have the right to rectification or erasure of your personal data, as well as the right to restrict processing if erasure is not possible due to any retention obligations, and the right to object to processing.

7. Right to lodge a complaint with the supervisory authority:

Pursuant to Article 77 of the GDPR, you have the right to lodge a complaint, in particular with the data protection supervisory authority responsible for us, if you believe that we are not processing your personal data lawfully.

8. Source of the data (unless collected from you):

We would also like to point out that, due to the large volume of data available, we do not store detailed records or documentation regarding the specific origin of all personal data, as this would entail a disproportionate effort.

9. Automated decision-making:

[If no automated decision-making takes place] Our processing of data relating to you is not connected to automated decision-making or profiling as defined in Article 22 of the GDPR.

[If automated decision-making takes place] We use automated decision-making within the meaning of Article 22 of the GDPR.

10. Transfer to third countries:

Your personal data mentioned above is not transferred to third countries.

11. Right to a copy

In the opinion of the supervisory authorities, Article 15(3) of the GDPR does not include a right to receive individual copies, e.g., in the sense of a photocopy of specific documents. Rather, the term “copy” in Article 15(3) of the GDPR is to be understood as a sensibly structured summary (as already provided above).

We have made every effort to fulfill your right to access information completely and accurately, and hope that this information is helpful to you.

Best regards, n
Röckelein GmbH