

## Information for applicants

With the introduction of the EU General Data Protection Regulation, new and more extensive data protection regulations apply. In the following, we would like to inform you with regard to the new legal situation about the processing of your personal data by HWR Spanntechnik GmbH and the rights to which you are entitled under data protection law.

Responsible office in the sense of data protection law	Contact details of the data protection officer
HWR Spanntechnik GmbH Rosa-Luxemburg Straße 5 28876 Oyten General Manager: Volker Henke, Henrico Viets, Matthias Meier Phone: +49 (0)4207 6887-0 E-Mail: info@hwr.de	secom IT GmbH Nienburger Straße 9d 27232 Sulingen Phone: 04271 94738 00 E-Mail: datenschutz@secom-it.de

### 1. Sources

We process personal data that we have received from you in the course of initiating or carrying out the employment relationship.

### 2. Data

Relevant personal data include names, address data and telecommunication data as well as qualification data. We only process data that is related to your application and that you have provided to us in connection with your application.

### 3. Purposes and legal basis of the processing

We process your personal data in accordance with the provisions of the DSGVO and the BDSG. Your data will be processed exclusively for the purpose of initiating or implementing contractual relationships in accordance with Art. 88 DSGVO in conjunction with. § 26 para. 1 BDSG and, if applicable, Art. 6 para. 1 a and b DSGVO processed.

### 4. Security measures

We train all our employees who come into contact with personal data and oblige them to comply with data protection requirements in accordance with the principles of the General Data Protection Regulation for the processing of personal data.

### 5. Use and disclosure of personal data

We only transfer personal data to third parties if this is necessary as part of the application process, if you have given your express prior consent, if we are required to do so by law or by a court or official order, or if this is necessary to enforce your rights.

### 6. Duration of data storage

We store your personal data as long as this is necessary for the decision on your application. Your personal data or application documents will be deleted no later than six months after the end of the application process. In the event that you have consented to a longer storage of your personal data, we will store it in accordance with your declaration of consent.

### 7. Your rights

Every data subject has the right to information pursuant to Art. 15 GDPR, the right to rectification pursuant to Art. 16 GDPR, the right to erasure pursuant to Art. 17 GDPR, the right to restriction of processing pursuant to Art. 18 GDPR, the right to notification pursuant to Art. 19 GDPR and the right to data portability pursuant to Art. 20 GDPR.

In accordance with Art. 77 DSGVO, you have the right to lodge a complaint with a supervisory authority if you believe that the processing of your personal data is not lawful. The address of the supervisory authority responsible for our company is: The State Commissioner for Data Protection of Lower Saxony, Prinzenstr. 5, 30159 Hannover, e-mail: poststelle@lfd.niedersachsen.de.

# HWR

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If the processing of data is based on consent, you are entitled to revoke your consent to the use of your personal data at any time in accordance with Art. 7 DSGVO. Please note that the revocation is only effective for the future. Processing that took place before the revocation is not affected. In addition, please note that certain data may have to be retained for a certain period of time in order to comply with legal requirements.

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