

Thank you for your interest in a position at our company. The protection of your personal data that we process in the context of the application procedure, and compliance with data protection regulations are of great importance to us.

The aim of this document is to inform you about the processing of your personal data and to explain the rights to which you are entitled.

To ensure that your personal data is protected as comprehensively as possible, we have adopted technical and organisational measures that we deem to be necessary. We cannot guarantee, however, that there will be no security loopholes during the transmission of data over the Internet. It is for this reason that we also offer you the option of sending us your application documents by post.

## **Name and contact details of the controller**

Wachendorff GmbH  
Industriestr. 7  
65366 Geisenheim, Germany  
Telephone: + 49 (0)6722 – 99 65 25  
E-mail: [info@wachendorff.de](mailto:info@wachendorff.de)  
Managing director: Robert Wachendorff

## **Contact details of the company's data protection officer**

Data protection officer  
Wachendorff GmbH  
Industriestr. 7  
65366 Geisenheim, Germany  
Telephone: + 49 (0)6722 – 99 65 400  
E-mail: [datenschutz@wachendorff.de](mailto:datenschutz@wachendorff.de)

## **Purposes and legal bases of the processing**

Your data is processed exclusively for the purpose of carrying out the application procedure.

The legal basis is Article 26 (1) sentence 1 of the Federal Data Protection Regulation (BDSG) in connection with Article 6 (1) point b) of the EU General Data Protection Regulation (GDPR). If you have consented to us considering your application for future job advertisements as well, we shall process your data pursuant to Article 6 (1) point a) of the GDPR.

In the event that you have provided your consent as stated above, you have the right to withdraw this consent at any time.

## Which data is collected?

Wachendorff GmbH collects and processes the following personal application details relating to you:

- Personal details
  - First name, surname
  - Contact details (address, telephone no., e-mail address)
- Desired starting date
- Salary expectations
- Professional qualifications (curriculum vitae, certificates)
- Where applicable, personal data contained in the job interview documentation
- Application documents drawn up by us
- Additional application documents, if necessary
- If you have a professional social network account (e.g. Xing, LinkedIn), data from your publicly available profile page, if necessary

## Sharing of your data

Staff responsible for the implementation of the contract from the order processing, internal sales and field sales departments, as well as colleagues from the respective departments, will have internal access to your data. Your data can be forwarded to other groups of companies and to distributors cooperating with us.

## Transmission of personal data to a third country

We have no intention of transmitting your personal data to a third country.

## Duration of storage

Your personal data will be stored as follows after collection:

1. for the duration of the application procedure;
2. if your application was not successful, your data will be stored for as long as we require it for the clarification of inquiries or contentions after communication of the rejection decision;
3. if you have explicitly consented to us considering your application for future job advertisements as well, your data may be stored for a longer period;
4. if there is a corresponding statutory obligation to store the data for a longer period, your data will be stored for the duration of this statutory period.

After the lapse of the storage purpose or expiry of a legal storage period, we shall delete your personal data in accordance with legal provisions.

## Objection to data storage

Within the context of the specifications of Article 15 et seq. of the GDPR, you are entitled to exercise the following rights against Wachendorff GmbH: a right to information about the personal data relating to you as well as rights to correction, deletion and restriction of processing, a right to object to the processing, and a right to data portability.

To exercise your rights, please contact the persons whose contact details are indicated above.

If you want to get more details about your rights, you can of course also contact the company's data protection officer using the above-mentioned contact details.

If you feel that the processing of your personal data is in breach of the GDPR, you have a right to complain to the data protection supervisory authority in Hesse and to any other data protection supervisory authority (Article 77 of the GDPR).

Addresses of data protection supervisory authorities:

<https://www.was-ist-datenschutz.de/fuer-betroffene/aufsichtsbehoerden-datenschutz-in-deutschland.html>

The responsible supervisory authority in Hesse is:

The Commissioner for Data Protection and Freedom of Information in Hesse  
Postfach 3163  
65021 Wiesbaden, Germany  
Telephone: +49 611 1408 - 0  
Fax: +49 611 1408 – 611

## Erasure of data

Your personal data will be deleted after expiry of the above periods, at the latest.

## Your rights and the right to complain to a supervisory authority

Within the context of the specifications of Articles 15 et seq. of the GDPR, you are entitled to exercise the following rights against Wachendorff GmbH: a right to information about the personal data relating to you as well as rights to correction, deletion and restriction of processing, a right to object to the processing, and a right to data portability. If you feel that the processing of your personal data is in breach of the GDPR, you have a right to complain to the data protection supervisory authority in Hesse and to any other data protection supervisory authority (Article 77 of the GDPR).

The responsible supervisory authority in Hesse is:

The Commissioner for Data Protection and Freedom of Information in Hesse  
Postfach 3163  
65021 Wiesbaden, Germany  
Telephone: +49 611 1408 - 0 Fax: +49 611 1408 – 611

## Changes to this data policy

We reserve the right to amend this data policy at any time in line with technical and legal requirements. Furthermore, we wish to draw your attention to the data protection guidelines on our websites.