

## **Information on the employment application procedure pursuant to Art. 13 of the GDPR**

Data protection and protecting your personal data are of the highest priority for us. Here we explain how your personal data is processed as part of employment applications made to our company.

### **Name and address of the controller**

Meyer & Meyer Holding SE & Co. KG, Hettlicher Masch 15/17, 49084 Osnabrück, Germany  
represented by the executive board: Maximilian Meyer, Theresa Meyer  
Phone: +49 541 9585-01, Email: info(at)meyermeyer.com

### **Contact information for the data protection officer**

Data Protection Officer of Meyer & Meyer Holding SE & Co. KG, Hettlicher Masch 15/17, 49084 Osnabrück, Germany, E-mail: privacy@meyermeyer.com

### **Purposes and lawful basis of the data processing**

The purpose of collecting your personal data is your employment application. Therefore, your application data shall only be used for the purpose of processing your application. The lawful basis for processing this data can be found in Section 26 of the New German Data Protection Act, as well as Art. 88 of the GDPR.

### **Period for which the data will be stored or criteria for determining that period**

We will store your personal data upon receiving your application. Should your application lead to your employment, we will store your application data for the legally defined period following any termination of the relevant employment relationship. If your application is rejected, we will store your application data for six months following the rejection, unless you consent to us storing it for longer.

### **Recipients or categories of recipients of the data (where the data is shared or transferred)**

Within the scope of the processing, your personal data shall be shared with the responsible departments or their affiliated subsidiaries. Your data shall not be shared with third parties.

### **Information regarding the rights of data subjects**

You have the right to obtain confirmation from the controller as to whether or not personal data pertaining to you is being processed; if this is the case, you have the right to access to this personal data and the information listed in Art. 15 of the GDPR.

You have the right to obtain from the controller the immediate rectification of any inaccurate personal data pertaining to you and, where applicable, the completion of any incomplete personal data (Art. 16 of the GDPR).

You have the right to obtain from the controller the erasure of any personal data pertaining to you, without undue delay, where one of the grounds listed in Art. 17 of the GDPR applies, e.g. if the data is no longer necessary in relation to the purposes for which it was collected ("right to be forgotten"), unless these conflict with legally defined storage or archiving periods.

You have the right to obtain from the controller a restriction of processing where one of the provisions listed in Art. 18 of the GDPR applies, e.g. where you have objected to the processing, for a period enabling the controller to perform verification.

You have the right to have the personal data pertaining to you, and which you provided to the controller, transmitted to another controller (Art. 20 of the GDPR).

You have the right to object to the processing of the personal data pertaining to you, on grounds relating to your particular situation, at any time. The controller shall no longer process the personal data, unless they can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms for the establishment, exercise or defence of legal claims (Art. 21 of the GDPR).

You have the right to lodge a complaint with a supervisory authority. You may exercise this right with a supervisory authority in the member state where you reside, where you work, or in the location where the suspected breach occurred.

We would ask that you contact our data protection officer to clarify the issue before lodging a complaint with the relevant supervisory authority.