

# Data protection information for applicants

We are happy that you have shown an interest in our company and are applying or have applied for a position here. We would like to provide you with the following information about how your personal data associated with the application will be processed.

## Who is responsible for processing data?

Processor within the meaning of data protection legislation is

Lexzau, Scharbau GmbH & Co. KG  
Kap-Horn-Strasse 18

28237 Bremen

You will find further information about our company, details of persons with authority to represent the company and contact details under the About us section on our website.

## What data do we process about you? And for what purpose?

We process the data you have sent to us associated with your application to check your suitability for the position (and possibly also for other vacancies at our company) and to carry out the application process.

## What legal basis does this use?

The version of Section 26 of the Federal German Data Protection Act (BDSG), valid as from 25.5.2018, is primarily the legal basis used to process your personal data in this application process. According to this, it is permitted to process data that is necessary regarding the decision to form a contract of employment.

Should the data be required for prosecution after the application process is complete, data may be processed based on the requirements of Art. 6 GDPR, in particular to exercise legitimate interests in accordance with Art. 6(1) f GDPR. Our interest then lies in making or fending off claims.

## How long is data stored for?

Data from applicants will be erased after 6 months, in the case of a rejection.

If you give your consent for us to continue to hold your personal data, we will include your data in our pool of applicants. The data there will be deleted after two years.

Should you receive the contract for the position as part of the application process, the data will be transferred out of the applicant data system into our personnel information system.

## **The data is forwarded to what recipients?**

We use a specialist software provider for the application process. They act as service provider for us and may also acquire knowledge of your personal data during servicing and maintaining our systems. We have signed a processor agreement with this provider, which ensures that data is processed in a permissible manner.

Your application data will be viewed by the HR department after we have received your application. Suitable applications are then forwarded internally to the departmental managers for each of the vacant posts. The further course of action is then agreed. As a rule, the only people with access to your data will be those who require it to properly carry out our application process.

## **How long is data stored for?**

The data is only processed in computer centers within the Federal Republic of Germany.

## **Your rights as a 'data subject'**

You have the right to access the personal data processed by us that relates to you.

We ask for your understanding that we may ask you to provide evidence that you are the person you claim to be in the case of any request for information that is not made in writing.

Furthermore, you have the right to rectify or erase or restrict processing, provided you are legally entitled to do so.

You further have the right to object to processing as part of the statutory requirements. The same applies to data portability.

## **Our data protection officer**

We have appointed a data protection officer at our company. You can contact this person as follows:

Lexzau, Scharbau GmbH & Co. KG  
– Data protection officer –  
Kap-Horn-Strasse 18  
28237 Bremen  
dataprotection@leschaco.com

## **Right of appeal**

You have the right to complain about your personal data being processed by us to a supervisory authority responsible for data protection.