

Data protection information on application

Description and scope of data processing

This data protection information informs you of how we handle personal data which you transmit to us in the course of your application by e-mail, upload or by post. When applying by e-mail, please note that although your data is encrypted for transport, it is not encrypted for content when transmitted over the internet.

As an alternative secure transmission method, we offer the possibility of sending the application documents by mail. In the case of a postal application, we may scan your application documents in order to forward them internally.

E-mail contact

We provide you the option of contacting the personnel department directly by e-mail (recruitment@gk-graphite.com).

In the context of an application, we only use data directly and personally provided by you (information given in the application). This data will not be processed for any other purpose or passed on to third parties.

We process the following data:

- *Application documents*
- *First and last name*
- *Address*
- *Telephone number*
- *Email address*

The HR department will view your applicant data after we receive your application. Suitable applications will then be forwarded internally to the responsible person for the relevant open position within the department. Your data is generally only accessible to persons within the company who require it so that our application process can run smoothly.

Legal basis for data processing

The legal basis for the processing of the data is Article 88 GDPR in connection with section 26 (1) clause 1 BDSG (Federal Data Protection Act) 2018. Personal data may be processed if this is necessary in order to decide on the justification for an employment relationship.

Should data be necessary for prosecution after the application process has been completed, data may be processed on the basis of the requirements of Article 6 GDPR, especially in order to safeguard legitimate interests according to Article 6(1)(f) GDPR. Our interest then lies in the assertion of or defence from claims.

Purpose of data processing

In the course of your application we use your personal data exclusively for the purpose of carrying out the selection procedure and to fill the vacant position. This data will not be processed for any other purpose or forwarded to third parties unless you give us your express consent.

Duration of storage

Unless we have agreed a longer period with your consent, your application documents will be deleted no more than six months after the application process has been completed. This applies equally to written and electronic applications.

If you consent to longer storage in our applicant pool, the data will be deleted after one year have gone by.

Should you be awarded a position in the application process, the data from the applicant data system will be brought across into our HR information system.

Right to object and right to rectification

Of course, it is possible to withdraw applications. If you do this, we will immediately delete all associated data, unless a storage period prescribed by law prevents this.

Kropfmühl, 07.02.2020