

## **Data protection statement for job applications**

We are pleased that you wish to apply for a position with us. This statement is intended as an explanation of how we process your personal data in the context of a job application. In addition it contains other information relevant in this connection.

### **1. Who is responsible for the processing of your personal data?**

SUMITOMO ELECTRIC Schrumpf-Produkte GmbH, Oststrasse 89, 22844 Norderstedt (referred to below as "we") is the responsible entity, or "controller", within the meaning of the EU General Data Protection Regulation (GDPR).

### **2. Data protection**

You can consult our Personal Data Manager on all questions related to the processing of your personal data and the exercise of your rights in compliance with the GDPR. The email address is [hr@sesp.de](mailto:hr@sesp.de) or [it@sesp.de](mailto:it@sesp.de)

### **3. For what purposes and on what legal basis do we process personal data?**

We process personal data about you for the purpose of your application for employment where this is necessary for a decision on whether to establish an employment relationship between you and us. The legal basis is section 26 (1) in conjunction with (8) 2nd sentence BDSG (German data protection act).

We can also process personal data about you where this is necessary for defence against legal claims asserted against us arising from the application process. The legal basis is article 6 (1) letter f GDPR; the legitimate interest is, for example, the obligation to furnish evidence in proceedings under the German general act on equal treatment (AGG). If an employment relationship is established between you and us, we can, under section 26 (1) BDSG, further process the personal data already received from you for the purposes of the employment relationship, if this is necessary for the performance or ending of the employment relationship, or for the exercise of the rights and fulfilment of the duties of the employee representative body, as laid down in a law or a wage agreement or a labour-management or service agreement (collective bargaining agreement).

### **4. Which categories of personal data do we process?**

We process data which are related to your application. These can be general data about you personally (such as name, address, contact data),



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information on your professional qualifications and schooling, or information on further professional training, or other information which you let us have in connection with your application. We can in addition process occupation-related information which you have made accessible to the general public, for example a profile on professional social media networks.

## **5. What are the categories of recipients of your personal data?**

Application by email:

If you submit your application by electronic means, i.e. by email, the data are forwarded to the heads of departments inside the company who have (shared) responsibility for deciding on your application. The members of our staff who are involved in the application process are specially trained, explicitly obliged to maintain confidentiality, and required not to replicate your application documents.

Applications in paper form

If you submit your application in paper form (hard copy), the data are forwarded to the heads of departments inside the company who have (shared) responsibility for deciding on your application. For this purpose it may be necessary for your documents, or some of your documents, to be copied. The members of our staff who are involved in the application process are specially trained, explicitly obliged to maintain confidentiality, and forbidden to make any further copies of your application documents. In pursuance of the obligation to furnish evidence, we will retain your application documents for the period stated above. Thereafter, any copies of your application documents that may exist will be securely destroyed (by shredder). Your original documents will be returned to you in discharge of our obligation.

We can transfer your personal data to companies affiliated to you, provided this is permissible in terms of the purposes and legal bases set out in section 3. Furthermore, personal data are processed under commission from us and on the basis of contracts pursuant to article 28 GDPR, in particular by host providers or providers of application management systems.

## **6. Is it intended to transfer data to a third country?**

It is not intended to transfer data to a third country.

## **7. How long are your data stored?**

We store your personal data for as long as is necessary for taking a decision on your application. If no employment relationship is established between you and us, we can continue to keep your data stored provided this is necessary for defence against possible legal claims. The application documents are deleted three months after notification of the negative decision on your application, unless a longer period of storage is necessary due to legal disputes.

## **8. What rights do you have?**

As an applicant for a position with us you have the following data protection rights, on the exercise of which you can contact us or our Personal Data Manager at any time, using the details given in sections 1 and 2:

### a. Information

You have the right to receive information on your personal data processed here and to require access to your personal data and/or copies of these data. This includes information on the purpose of use, the category of data used, their recipients and persons with access authorisation and, where possible, the planned duration of data storage or, where this is not possible, the criteria for determining the duration.

### b. Correction or deletion of data, restriction of processing

You have the right to require us to correct without delay incorrect personal data concerning you. With due consideration for the purposes of processing, you have the right to require us to give complete form to incomplete personal data – including by means of a supplementary statement.

### c. Right to object

If the personal data concerning you are processed on the basis of article 6 (1) letter f GDPR, you have the right, for reasons related to your particular situation, to object at any time to the processing of these data. We will then cease to process these personal data, unless we can demonstrate compelling legitimate reasons for the processing which override your interests, rights and freedoms, or if the processing is for the establishment, exercise or defence of legal claims.

### d. Right of withdrawal

If the processing is based on consent, you have the right to withdraw consent at any time. This will be without prejudice to the lawfulness of the processing carried out, on the basis of consent, up to the time of withdrawal. You can contact us or our data protection officer on this point, using the contact data given above.

### e. Right to deletion

You have the right to require us to delete personal data concerning you without delay, and we will be obliged to delete personal data without delay where one of the following grounds applies:



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- The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.
- You object to the processing pursuant to section 8.c., above, and there are no overriding legitimate grounds for the processing.
- The personal data have been unlawfully processed.
- The personal data have to be erased for compliance with a legal obligation in Union or Member State law to which we are subject.

This will not apply to the extent that processing is necessary:

- for compliance with a legal obligation which requires processing by Union or Member State law to which we are subject;
- for the establishment, exercise or defence of legal claims.