

Privacy Policy for Applicants and Employees

Dear applicants and employees,

We hereby comply with our obligation to inform in accordance with the data protection regulations, and would like to inform you below in a transparent manner about how we handle your personal data.

1. Name and contact information of the controller

The controller responsible for the collection and processing of your personal data and thus also for compliance with data protection regulations is FRIZLEN GmbH u. Co KG.

Please find our contact information below:

Address: FRIZLEN GmbH u. Co KG., Gottlieb-Daimler-Str. 61, D-71711 Murr

Phone: +49 (0)7144/8100-0

Fax: +49 (0)7144/207630

email: info@frizlen.com

2. Contact information of the appointed data protection officer

Please do not hesitate to contact our officially appointed data protection officer as required at the following address:

Mr. Michael Layer

Sulzbacher Str.6

71720 Oberstenfeld

Telefon / Phone: +49 (0)7062 9794362

Telefax/ Fax: +49 (0)7062 9794361

email: layer@hopp-flaig.de

3. Purpose of the data collection

We do need your personal data for the following reasons:

- Evaluation and processing of incoming applications
- Performance of job interviews
- Performance of an applicant selection process
- Conclusion of an employment contract (conclusion of an employment relationship)
- Enforcement of the employment relationship
- Termination of the employment relationship

4. Legal basis

We process your personal data based on the following legal basis:

Article 26 of the Federal Data Protection Act (BDSG)-new, paragraph 1

5. Legitimate interests of the controller

In order to be able to recruit and employ personnel with appropriate qualifications, or for the conclusion, enforcement and termination of an employment relationship, we do indeed require a minimum of personal information. We respect the principle of data minimisation at all times, and therefore only collect such personal data that are necessary to fulfil our tasks in accordance with section 3 of this privacy policy. If we need to process additional personal information that are not included in section 3 of this privacy policy, we will inform you accordingly, and ask you for your formal voluntary consent.

6. Internal and external disclosure of your personal data

An internal disclosure of your personal data takes place exclusively for the purposes defined in section 3 of this privacy policy according to the principle of data minimisation and other principles of the protection of private data. An external disclosure of your personal data may take place under the following circumstances.

- Disclosure of your personal data (contact information) as part of the enforcement of the employment relationship, to contractors, sub-contractors or cooperation partners, if this is necessary for fulfilment of contracts. Potential transfers are carried out only to the extent necessary. A transfer of your personal data will be waived wherever possible.
- Commissioning of support services where access to your personal data is necessary, or at least can not be completely ruled out. These include e.g. IT support services, services relating to payroll accounting, or tax consulting services.
- Disclosure of your personal data (contact information) as part of the supplier management, if this is necessary for fulfilment of contracts. Potential transfers are carried out only to the extent necessary. A transfer of your personal data will be waived wherever possible.
- Disclosure of your personal data based on legal obligations towards public authorities and health insurance companies.

7. Disclosure of your data to a third country (outside the European Union) or an international organisation

We do not transfer your information to an EU third country or to an international organisation. Should this be necessary, we would inform you about this in advance and make sure that all necessary measures are taken to ensure that the level of data protection is adequate.

8. Storage period and deletion of your personal information

The legislature has issued a large number of retention periods, which we adhere to with great care, and seek advise accordingly in order to be able to comply with these obligations. Basically, in this context, we only store your personal data as long as this is permitted by the defined purpose, or as required by law for legal reasons. Should we wish to store your data longer as described above, we would have you confirm this as part of a voluntary declaration of consent.

9. Right to access, deletion, rectification, objection and restriction of the use of your personal data

You are entitled to obtain from us the confirmation as to whether or not the relevant personal data are being processed. If this is the case, you will be entitled to obtain access to these personal data and the following information:

- the processing purpose
- the categories of personal data being processed
- the recipients or categories of recipients to whom your personal data have been or will be disclosed, in particular, in the case of recipients in EU third countries or international organisations
- if possible, the planned duration for which your personal information will be stored or, if that is not possible, the criteria for determining that duration
- the right of rectify or delete your personal data or to restrict our processing, or the right to object to such processing
- the existence of a right to appeal to a supervisory authority
- if the personal data are not collected from the data subject, all available information on the source of the data
- in the presence of automated decision-making including profiling (meaningful information about the logic involved, and the scope and intended impact of such processing on your person). If your personal information is transferred to a third country or to an international organisation, you will be entitled to be advised of the appropriate "guarantees" regarding ensuring a sufficient level of data protection in connection with the transfer.

We will provide you a free copy of the personal data that are the subject of processing. For any additional copies you request, we may charge a reasonable fee based on administrative costs. If you submit the request electronically, you will receive the information in a standard electronic format, unless otherwise instructed. The right to receive a copy may be restricted, if it affects the rights and freedoms of others. You are entitled to demand immediate correction of your incorrect personal data. Taking into account the purposes of the processing, you are entitled to request the completion of incomplete personal data, including by means of a supplementary statement. In order to exercise this right, you are welcome to contact our data protection officer.

You will be entitled to request the deletion of your personal data stored by us, provided that one of the following criteria is met:

- The personal data are no longer required for the fulfilment of the agreed purpose

- You are revoking a given voluntary declaration of consent (however, the legality of the processing based on the consent until the revocation remains unaffected)
- Your personal information has been processed unlawfully so far
- There is a legal obligation to delete your personal data
- The personal data were collected with regard to services provided by the information society (persons under the age of 16).

You will also be entitled to demand that we restrict processing under any of the following circumstances:

- The accuracy of your personal information is contested by you,
- for a period of time that allows us to verify the accuracy of your personal information
- The processing is unlawful, and you reject the deletion of your personal data, and instead demand the restriction of the use of your personal data
- If we do no longer need your personal information for processing purposes, however, you will need it for the establishment, exercise or defence of legal claims
- If you have objected to the processing in the absence of the certainty whether our legitimate reasons outweigh yours or not

10. Right to data portability

You will be entitled to receive your personal information stored with us in a structured, common and machine-readable format, if it is processed in an automated process.

You are also entitled to transfer this information to a different controller who has been provided with the personal data, without any hindrance from our part. In exercising your right to data portability, you are entitled to request that your personal data are transferred directly to another controller by us, as far as technically feasible. The right to data portability may be restricted, insofar as the rights or freedoms of others are impacted by exercising this right.

11. Right to revoke consents and continued consents

If we process personal data relating to you based on a declaration of consent, you will be entitled to revoke your consent. However, the legality of the processing carried out on the basis of the consent until the revocation remains unaffected. With regard to the adherence to retention periods, section 8 of this privacy policy must also be observed.

12. Right of appeal to the supervisory authority

If you see the need to complain to the relevant supervisory authority, you will be free to do so at any time.

13. Mandatory submission of your personal data and possible consequences of refusal

On the one hand, we are required by law to process your personal data (this also includes the disclosure to e.g. public authorities or health insurance companies), on the other hand we do need the collected information to make a decision for, conclude, enforce and terminate an employment relationship. Without the collected information, a decision for, conclusion, enforcement and termination of an employment relationship would not be possible.

14. Automatic decision making and profiling

There is no automated decision making with regard to your person. No profiling will be carried out with the help of your personal data collected.

15. Change of purpose

If we intend to change the purpose for which your personal data was originally collected, we will provide you with detailed and transparent information in advance. In this case, we will of course provide you with all legally required information. If the change of purpose is a processing of personal data based on the legal basis of a voluntary consent, we will inform you accordingly, and ask you for your formal consent.

16. Open questions, complaints and suggestions

Please feel free to contact us with any questions, complaints or suggestions regarding data protection. If necessary, please do not hesitate to contact our data protection officer (see section 2 of this privacy policy).