

## Privacy statement for applicants and employees

**Dear applicants, dear employees,**

**This is to meet our information obligation under the data protection act requiring us to inform you about the processing of your personal data in a transparent fashion as follows:**

1. Name and contact data of the responsible entity

**The ORCA Industriemontagen GmbH & Co. KG is responsible for the collection and processing of your personal data and thus for the compliance with the requirements of the data protection act. Our contact data is as follows:**

ORCA Industriemontagen GmbH & Co. KG Mühlgrund 1  
71522 Backnang

Phone: 07191/ 22 0 66 - 0

Fax: 07191/ 22 0 66 - 10

E-mail: [info@orca-industriemontagen.de](mailto:info@orca-industriemontagen.de)

2. Contact data of the appointed data protection officer

**Our officially appointed data protection officer is available according to the following contact data, if required:**

Ingenieurbüro Hopp+Flaig Florian Dörfler Augustenstraße 2  
70178 Stuttgart

Phone: 0711/ 32 06 57 - 35

Fax: 0711/ 32 06 57 - 77 E-Mail: [doerfler@hopp-flaig.de](mailto:doerfler@hopp-flaig.de)

3. Purpose of the data collection

**We process your personal data for the following reasons: - Evaluation and handling of incoming applications;**

**- Conduct of application interviews and applicant selection;**

**- Conclusion of an employment agreement (establishment of an employment relationship);**

**- Conduct of the employment relationship**

**- Termination of the employment relationship**

4. Legal basis

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

*§26 GDPR (new), Section 1*

5. Further details on the purpose of use

**To be able to recruit and employ suitable personnel or to justify, conduct and terminate an employment relationship, we need a minimum amount of personal data. We always comply with the requirement of data sparingness and refrain from collecting personal data which we do not strictly require according to Item no. 3 of this privacy statement. Should we collect other personal data which is not covered by Item 3 of this privacy statement, we will immediately ask you for a voluntary declaration of consent.**

## Privacy statement for applicants and employees

### 6. Internal and external disclosure of your personal data

**Your personal data will internally be disclosed exclusively within the scope of the purposes as defined in Item 3 of this privacy statement according to the principle of data sparingness and other principles of the data protection.**

**Your personal data may externally disclosed under the following conditions:**

- **- Disclosure of your personal data (contact data) within the scope of the conduct of the employment relationship to contractors, subcontractors or cooperation partners as far as this is necessary for the execution of orders. Your personal data will always be disclosed to the necessary extent only. Where possible, the disclosure of your personal data will be ruled out.**
- **- Commissioning of support services which require an access to your personal data or can at least not be completely ruled out. This includes e.g. IT support services, services within the scope of payroll accounting or the use of tax consulting services**
- **- Disclosure of your personal data (contact data) within the scope of supplier management if this is necessary for the execution of orders. Your personal data will always be disclosed to the necessary extent only. Where possible, the disclosure of your personal data will be ruled out.**
- **- Disclosure of your personal data due to authorities and health insurances on the basis of legal requirements.**

7. Disclosure of your personal data to a third country or an international organization (outside the GDPR coverage)

**Basically, we do not pass your data on to countries outside the GDPR coverage (also applicable to internationally active organizations). If a disclosure nevertheless occurs (e.g. within the scope of the use of software applications or other IT services whose manufacturers are based in a country outside the GDPR coverage), this would only take place if a corresponding adequacy decision of the EU or other suitable guarantees (e.g., conclusion of contractual standard clauses of the EU) exist. You have the right to obtain detailed information on that. You may request the desired information according to the contact data of the data protection officer.**

### 8. Storage period and deletion of your personal data

**The lawmakers have adopted a variety of retention periods which we observe most carefully, seeking advice to meet these obligations. In this connection we basically store your personal data only as long as this is allowed for the defined purpose or is required by the lawmakers for furnishing evidence. If we wish to store your data for a longer period than previously described, we would ask you for a voluntary declaration of consent.**

### 9. Right to information, deletion, correction, objection and restriction of the use of your personal data

**You may elect to request a confirmation from us as to whether or not the corresponding personal data is processed. If so, you may request information on this personal data and the following information about:**

- **- the processing purposes;**
- **- the categories of personal data which is processed;**
- **- the recipients or categories of recipients to whom your personal data has been disclosed**

**or will be disclosed, in particular in case of recipients in the third EU**

**countries or international organizations;**

- - if possible, the planned storage period for your personal data or,  
if this is not possible, the criteria for the definition of this period;

ORCA - Privacy statement for applicants and employees Ver. 12.10.2020-02 Page 2 of 4

## Privacy policy for applicants and employees

- - the existence of a right to a correction or deletion of your personal data or a restriction of the processing by us or a right to object to this processing;
- - the existence of a right of complaints to a supervisory authority;
- - all available information on the origin of the personal data if it was not collected;

from the person involved;

- - of the existence of an automated decision-making, including profiling (meaningful information on the logics involved as well as the implications and desired effects of such a processing on your person).

if your personal data is passed on to a third country or an international organization, you have the right to be informed on appropriate "guarantees" with respect to a sufficient data protection level in the connection with the disclosure.

We will provide you with a cost-free copy of the personal data which will be processed. We may claim a reasonable compensation on the basis of the administration costs for all other copies you apply for. If you file the application electronically, you will receive the information in a standard electronic format unless otherwise specified.

The right to receive a copy may be restricted if the rights and freedoms of other persons are adversely affected.

You may elect to immediately demand the correction of personal data, which concerns you and is incorrect, from us. Regarding the purposes of the processing you may elect to request the completion of incomplete personal data, by a supplementary statement as well. To be able to exercise this right, you may contact our data protection officer.

You may elect to request the deletion of your personal data stored with us if one of the following criteria is met:

- - the personal data is no longer required for serving the agreed purpose  
;
- - you withdraw a granted voluntary declaration of consent (however, the lawfulness of the consent given until the  
revocation will not be affected by that);
- - your personal data has illegally been processed.
- - there is a legal obligation for a deletion;
- - the personal data was collected with respect to offered services of the information  
society (persons under 16 years of age).

Furthermore, you may elect to request a restriction of the processing from us if one the following conditions exists:

- - the correctness of the personal data is contested by you for a duration allowing us to verify the correctness of the personal data;
- - the processing is illegal and you refuse the deletion of your personal data and demand a restriction of the use of your personal data instead.
- - if we no longer use your personal data for the purposes of processing but you require it for the assertion, exercise or defense of legal claims;
- ;
- - if you have raised an objection to the processing as long as it is not determined whether our legitimate reasons outweigh yours.

#### 10. Right to data portability

**You have the right to obtain the personal data stored with us on your person in a structured, standard and machine-readable format if this data is processed in an automated procedure. Furthermore, you may elect to pass this data on to another responsible entity without any interference by us to whom the personal data is to be provided.**

**When exercising your right to data portability, you may request that your personal data directly be disclosed to another responsible entity as far as this is technically feasible. The right to data portability may be restricted if the rights or freedoms of other persons are adversely affected by exercising this right.**

ORCA - Privacy statement for applicants and employees Ver. 12.10.2020-02 Page 3 of 4

#### Privacy statement for applicants and employees

#### 11. Right of revocation in case of consents and the continuance of granted consents.

**If we process your personal data on the basis of a declaration of consent, you may revoke the granted consent. However, the lawfulness of the processing made on the basis of the consent until the revocation will not be affected by that. Regarding the compliance with the storage periods, Item 8 of this privacy statement must also be observed in this respect**

**. Regarding the compliance with the storage periods, Item 8 of this privacy statement must also be observed in this respect.**

#### 12. Right to complaints to a supervisory authority

**If you deem it necessary to lodge a complaint with the competent supervisory authority, you may exercise this right at any time.**

**The address of the competent supervisory authority in Baden - Württemberg is:  
Königstrasse 10 A**

**70173 Stuttgart**

#### 13. Compulsory submission of your personal data and possible consequences in case of a refusal of this submission.

**On the one hand, we are bound by law to process personal data on your person (including the disclosure to e.g. authorities or health insurance companies); on the other hand, we need the data collected from you for the decision, justification, conduct and termination of the employment relationship. A decision, justification, conduct or termination of an employment relationship would not be possible without the collected data.**

14. Automatic decision-making and profiling

**Automated decision-making with respect to your person will not take place. There will be no "profiling" (meaningful information on the logics involved as well as the implications and the desired effects of such a processing on your person) by means of the personal data collected from you.**

15. Change of purposes

**If we intend a change of purposes for which your personal data originally was collected, we will inform you about this in detail as well as in advance and in a transparent manner. In this case all legally required information is of course available to you. If a change of purposes concerns the processing of personal data on the legal basis of a voluntary declaration of consent, we will inform you correspondingly and ask for your formal consent.**

16. Open questions, complaints or suggestions

**Also, you may contact our data protection officer (refer to Item No. 2 of this privacy statement), if necessary.**