**Data protection information for applicants**

We, Lindal Group Holding GmbH hereby inform you about the processing of your personal data and the rights to which you are entitled.

**1. name and contact details of the person responsible**

Lindal Group Holding GmbH

New Dovenhof Brandswiete 1

20457 Hamburg

Telephone: (+49) 40 200075 100

E-mail: G\_LG-Codeofconduct

**2. contact details of the data protection officer**

Dr. Gregor Scheja

Scheja and Partner Attorneys at Law mbB

Adenauerallee 136

53113 Bonn

Contact via https://www.scheja-partner.de/kontakt/kontakt.html

Website: www.scheja-partner.de

**3. information on relevant processing purposes**

**3.1 Implementation of the application procedure**

**3.1.1 Purpose(s) of data processing:**

We process your personal data for the purpose of deciding on the establishment of an employment relationship (implementation of the application procedure) and, if applicable, for enabling the defense in the context of legal disputes.

**3.1.2 Legal basis(s) for data processing:**

The data processing for the implementation of the application procedure is based on Art. 6 para. 1 UAbs. 1 b) DSGVO (contract performance / contract initiation) in conjunction with. § 26 para. 1 p. 1, para. 8 p. 2 BDSG. We process special categories of personal data, if applicable, on the basis of § 26 para. 3 p. 1 BDSG, Art. 9 para. 2 b) DSGVO.

Any data processing for defense in the context of legal disputes is carried out on the basis of Art. 6 para. 1 UAbs. 1 f) DSGVO (balancing of interests). The legitimate interests here lie in being able to prove the lawful course of the application process in any proceedings. In this context, we may process special categories of personal data on the basis of Art. 9 (2) f) DSGVO.

**3.1.3 Recipients:**

The following recipients / categories of recipients may access your data to the extent necessary in each case:

- Responsible employees of the HR department,

- responsible employees of the department for which a vacancy is to be filled, if applicable,

- our management (plant manager, commercial manager, sales manager),

- Responsible members of the works council,

- recruiters/headhunters used].

**3.1.4 Intended third country transfer:**

Your data will not be transferred to third countries.

**3.1.5 Storage period:**

Insofar as an employment relationship between you and us is established, we do not completely delete the data from your application process, but add it to your personnel file to the extent necessary. We then process this data for the purpose of implementing the employment relationship. We will then inform you of this in more detail in a separate form.

If your application is unsuccessful, we will either continue to store your application data on the basis of any consent you may have given to be included in our applicant pool (see Section 3.2) or delete it at the latest six months after the end of your application process.

**3.1.6 Automated decision-making (Art. 22 DSGVO):**

Automated decision-making including profiling does not take place.

**3.1.7. obligation to provide and consequences of not providing [Note: Only for direct collection]:**

You are under no contractual or legal obligation to provide us with personal data. However, the provision of personal data listed below is necessary for the implementation of the application process and for the decision on the conclusion of an employment contract:

- Name,

- First name,

- date of birth,

- address,

- telephone number,

- email.

If you do not provide us with all the personal data required for the application process when you apply, we will not be able to consider you in the application process.

**3.1.8 Categories of personal data [Note: Only if collected from third parties]:**

We process the following categories of personal data that we have not collected directly from you:

- General data about you (first and last name, contact details, date of birth),

- Data on your work history, education and qualifications,

- Data on any further training measures and additional qualifications,

- religious affiliation,

- Severely disabled status,

- notes on the course of the application process

- References from previous employers.

**3.1.9 Source of personal data [Note: Only if collected from third parties]:**

To the extent that we have collected your personal data from third parties, it is from the following sources:

- From recruiters/headhunters,

- Your publicly viewable profile in job-related social media networks (such as StepStone, Monster, LinkedIn, Xing),

- Employment agency.

**3.2 Inclusion in applicant pool**

**3.2.1 Purpose(s) of data processing:**

If your application has not led to employment with us and you have allowed us to include your application data in our applicant pool for subsequent job postings, we also process your personal data in order to be able to consider and contact you for future job postings and to be able to prove your consent in this regard.

**3.2.2 Legal basis(s) for data processing:**

Data processing for inclusion in the applicant pool is based on Art. 6 para. 1 UAbs. 1 a) DSGVO (consent) in conjunction with. § Section 26 (2) BDSG.

If we also process special categories of personal data on the basis of your consent, the data processing is carried out on the basis of Art. 9 para. 2 a) DSGVO in conjunction with. § Section 26 (2), (3) BDSG.

You have the right to revoke your consent at any time. We will then no longer process your personal data on the basis of the consent. However, the revocation does not affect the lawfulness of such processing that was already carried out on the basis of the consent before the revocation. They therefore remain lawful even after the revocation. You can revoke your consent at: hr@lindalgroup.com.

The data processing for the proof of your consent is based on Art. 6 para. 1 UAbs. 1 c) in conjunction with Art. 5 para. 1 a), para. 2, Art. 7 para. 1 DSGVO.

**3.2.3 Recipients:**

The following recipients / categories of recipients may access your data to the extent necessary in each case:

- Responsible employees of the HR department,

- responsible employees of the department for which a vacancy is to be filled, if applicable,

- our management (plant manager, commercial manager, sales manager),

- Responsible members of the works council,

- recruiters/headhunters use.

**3.2.4 Intended transfer to third countries:**

Your data will not be transferred to third countries.

**3.2.5 Storage period:**

Provided you have given us your consent, we will store your data for a maximum of 12 months after the end of your application process (expiry of your consent). If you declare the revocation of your consent beforehand, we will delete your data immediately.

We delete your personal data that we process to prove your consent 3 years after the end of the year in which you revoked your consent or it expired (see above).

**3.2.6 Automated Decision Making (Art. 22 DSGVO):**

Automated decision making including profiling does not take place.

**3.2.7 Obligation to provide and consequences of not providing [Note: Only for direct collection]:**

You are under no contractual or legal obligation to provide us with personal data for the aforementioned purpose. However, if you do not allow us to include your application data in our applicant pool for subsequent job postings, we will not be able to process your personal data in order to consider and contact you for future job postings.

**4. data subject rights**

If the legal requirements are met, you have the following rights:

- to request confirmation as to whether we are processing personal data relating to you; if this is the case, you have the right to information on this processing (Art. 15 DSGVO).

- request the rectification of inaccurate personal data concerning you and the completion of incomplete personal data concerning you (Art. 16 GDPR).

- request the erasure of personal data concerning you, inter alia, if the processing was carried out unlawfully or is no longer necessary (Art. 17 GDPR).

- to request the restriction of the processing of personal data concerning you, including in lieu of erasure of the data (Art. 18 GDPR).

- revoke any consent you have given us to process your personal data at any time with effect for the future (revocation of consent, Art. 7 DSGVO). The lawfulness of the processing of your data until the revocation remains unaffected.

Individual right of objection:

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you on the basis of Art. 6 (1) UAbs. 1 f) DSGVO (balancing of interests).

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

To assert your data subject rights, you can contact us at any time. To do so, please use the contact details of the data controller mentioned above under point 1.

If you believe that the processing of your personal data violates data protection law, you may also file a complaint with a supervisory authority, in particular in the EU member state or federal state of your habitual residence, place of work or the place of the alleged violation you are complaining about.

This also applies to the supervisory authority responsible for us:

The Hamburg State Commissioner for Data Protection and Freedom of Information.

Ludwig-Erhard Strasse 22

20459 Hamburg

E-mail: mailbox@datenschutz.hamburg.de

Status: 18/12/2023