



Data protection information for applicants according to the EU General Data Protection Regulation

Status July 2023

We hereby inform you about the processing of your personal data in the application procedure by EME GmbH as well as the rights to which you are entitled according to data protection law.

Responsible for data processing:

Responsible body is:

EME GmbH

Wockerather Weg 45

41812 Erkelenz

+49 2431 961 80

contact@eme.de

www.eme.de

Managing Director: Michael Sorg, Jens Rosenthal

Data protection officer [if appointed in accordance with Art. 37 DS-GVO]

You can reach our company data protection officer at

audius GmbH

Mercedesstraße 31

71384 Weinstadt

+49 7151 36900601

datenschutz-ulm@audius.de

www.audius.de

Data categories

During your employment we collect and process the following personal information and personal data in both paper and digital form. Stammdaten (Name, akademische Titel, Anschrift, Geburtsdatum und -ort, Geschlecht)

- › Information on education, training, further qualification, knowledge, skills and abilities
- › Contact details (such as private address, (mobile) telephone number, e-mail address),
- › Voluntarily provided data from application documents
- › If relevant for the advertised job: health suitability
- › Salary expectations
- › Work permit/residence title, if applicable

Purposes and legal basis for the collection and processing

We process your personal data in accordance with the provisions of the EU General Data Protection Regulation (DSGVO) and the Federal Data Protection Act (BDSG-neu):

- › Establishment of the employment relationship. The primary legal basis for this is Article 88 (1) DSGVO in conjunction with Article 26 (1) BDSG-neu
- › Your data will be processed exclusively within the application procedure
- › Implementation and termination of employment
- › If relevant for the position to be filled, the processing of health data may be necessary for the assessment of your ability to work according to Art. 9 para. 2 h) in connection with § 22 1 b) BDSG-neu
- › If you would like to be included in our talent pool in case of a rejection in order to be considered for positions that become vacant later, we need a declaration of consent from you
- › In addition, we are not allowed to use our products on account of the European anti-terrorism regulations (EC regulations: VO (EG) 881/2002 and VO (EG) 2580/2001), we are obliged to compare your data with the so-called "EU terror lists" in order to ensure that no funds or other economic resources are made available for terrorist purposes
- › Within application management, we also process applicant data for statistical purposes
- › Internal administrative and organisational purposes

In principle, your personal data is collected directly from you during the recruitment process, in particular from the application documents, the job interview and possibly in the form of questionnaires.

If the placement is carried out by recruitment agencies/employment agencies, we receive your data from them.

As part of the recruiting as well as the application and recruitment process, we may also process personal data that we have permissibly obtained from publicly accessible sources (e.g. professional networks such as XING and LinkedIn).

Your data will only be processed for purposes other than those mentioned above if this processing is compatible with the purposes of the application procedure. We will inform you about this processing before processing your data in this way and, if necessary, obtain your consent.

Your privacy rights

Your data protection rights are regulated in Art. 12 ff DSGVO. According to these regulations, you have the right to be informed about the personal data stored about you, about the purposes of processing, about possible transfers to other bodies and about the duration of storage.

You may also receive extracts or copies to exercise your right to information. If data is incorrect or no longer necessary for the purposes for which it was collected, you may request that they are corrected, deleted or restricted.

If provided for in the processing procedures, you can also inspect your data yourself and correct them if necessary.

Should your particular personal situation give grounds against processing of your personal data, you may object to processing, provided that the processing is based on a legitimate interest. In such a case we will only process your data if there are special compelling interests.

If you have any questions regarding your rights and the exercise of your rights, please contact our Human Resources department or the company data protection officer.

Transmission of your personal information

It is important for our company to ensure the highest possible protection of your personal data during the application process by means of suitable technical and organisational measures.

Only a narrowly defined group of persons and positions within the company (e.g. recruiting, personnel, specialist department) who are involved in the decision on your employment receive this data or have access to it in the data processing system. Any other access or unauthorized knowledge of the data is excluded.

Within the Sorg Group, recruiting and the associated applicant management is handled centrally by Nikolaus Sorg GmbH & Co. KG. If you haven't applied for a position at Nikolaus Sorg GmbH & Co. KG, these are vacant positions of a company of the Sorg Group, for example EME GmbH. Your application documents will be forwarded accordingly. If necessary, this Sorg company will then invite you to the job interviews and would conclude the employment contract with you.

The following is an overview of the companies associated with EME GmbH, to which application documents can be sent and vice versa.

Nikolaus Sorg GmbH & Co. KG Stoltestr. 23, 97816 Lohr am Main

Tel: +49 9352 507 0 | Fax: +49 9352 507 196 | nsorg@sorg.de | www.sorg.de

Sorg Keramik Service GmbH Stoltestr. 23, 97816 Lohr am Main

Tel: +49 9352 507 600 | Fax: +49 9352 507 620 | info@sks.net | www.sks.net

Is your data transferred to a third country?

As a matter of principle, we do not transmit personal data to service providers or companies outside the European Economic Area.

Complaints about the processing of your personal data

If you have any concerns or questions about the processing of your personal data and information, please contact our human resources department. You can also contact the company data protection officer or the supervisory authority for data protection.

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html

Duration of storage

In the event of recruitment, we will copy your application documents into your personnel file. After termination of the employment relationship, those personal data will continue to be stored which we are legally obliged to keep. This regularly results from legal obligations to provide evidence and to retain data, which are regulated in the German Commercial Code and the German Fiscal Code, among others. The storage periods thereafter are up to ten years. In addition, personal data may be stored for the time during which claims against us can be asserted (statutory limitation period of three or up to thirty years).

In the event of a rejection, your application documents will be deleted at the latest six months after completion of the application procedure.

If, in the course of the application procedure, you have given us your consent to store your personal data for a longer period of time in order to be able to consider you for future vacancies, your personal data will be stored for a period of two years and deleted after this period has expired.

Are you obliged to provide your data?

In order to be able to consider your application, we require from you the personal data necessary for the decision on the establishment of the employment relationship. If, in addition, you provide us with your application documents with personal data (e.g. photographs, information on personal interests or similar), this is done on a voluntary basis only.

Automated individual case decisions or profiling measures

We do not use purely automated processing to make a decision - including profiling - when establishing, implementing or terminating an employment relationship. Such decisions may be prepared in part by automated processing for performance appraisals, applicant management, or the executive development program, for example, but the decisions are always made by a specific person.