

## **Data protection information for applicants**

- Information in accordance with Article 13 of the General Data Protection Regulation (GDPR) -

Dear applicants,

In the following we inform you about the processing of your personal data (Art. 4 No. 2 GDPR) in connection with your application sent to us. For general information regarding data processing by us, please refer to the data protection information on the website [www.sauercompressors.com](http://www.sauercompressors.com).

### **1 Who is responsible for data processing and whom can I contact?**

#### **1.1 Responsible**

This data protection information applies to the following companies, which jointly exercise their responsibility in accordance with Art. 26 GDPR and have regulated it within the framework of a group contract.

1. Dieter Murmann Beteiligungsgesellschaft mbH (DMB), Kiel
2. J. P. Sauer und Sohn Beteiligungsgesellschaft mbH (SMB), Kiel
3. J. P. Sauer & Sohn Maschinenbau GmbH (SMG), Kiel

You can reach the persons responsible (hereinafter referred to as "the person responsible" or "we" or "us") as follows:

J. P. SAUER & SOHN MASCHINENBAU GMBH  
Brauner Berg 15  
24159 Kiel, Germany  
Telephone: +49 (0) 431/39 40-0  
Telefax: +49 (0) 431/39 40-24  
Internet: [www.sauercompressors.com](http://www.sauercompressors.com)  
E-Mail: [info@sauercompressors.de](mailto:info@sauercompressors.de)

#### **1.2 Data protection officer**

You can contact our data protection officer at the above postal address with the addition "To the data protection officer" or at the e-mail address [datenschutz@sauercompressors.de](mailto:datenschutz@sauercompressors.de).

### **2 Security and protection of personal data**

We take the protection of personal data very seriously and regard it as our primary task to maintain the confidentiality of the personal data provided to us and to protect it from unauthorized access. We therefore apply the utmost care and the most modern security standards to ensure maximum protection of personal data.

### **3 Which data do we process and from which sources does it originate?**

We process personal data that we receive from you in the course of the application procedure. This includes master data (such as, name, address, telephone numbers and e-mail address, dates of birth, marital status, gender, etc.), data and evidence (certificates) of schooling and vocational training, data on non-work interests, data on the content of former/current employment relationships, cover letter, CV, references, passport photo and other data that you voluntarily provide us with during the application process.

#### **4 For what purposes do we process your data and on what legal basis?**

We process your personal data in accordance with the provisions of the European Data Protection Basic Regulation (GDPR) and the new Federal Data Protection Act (German BDSG (new)) for various purposes. In principle, the basis for the processing of data to decide on the justification, for the justification as well as for the execution of employment relationships is § 26 para. 1 German BDSG (new). In addition, Art. 6 para. 1 lit. b GDPR, Art. 6 para. 1 lit. f GDPR or, based on consent, Art. 6 para. 1 lit. a GDPR is the relevant legal basis for processing for the initiation of contractual relationships. The legal basis for the reimbursement of expenses is Art. 6 para. 1 lit. c GDPR, as well as for the management of consent and the rights of the persons concerned.

A legitimate interest is given, for example, in the following cases:

- Once an employment contract has been concluded, data are stored in the personal file of the person concerned. This data then serves as a basis for the subsequent professional development of the person concerned (e.g. identification of further training, further development opportunities/needs, promotion opportunities depending on existing qualifications, etc.).
- After the conclusion of an employment contract, the data is also stored in the personal file of the person concerned for the purpose of a misusecheck.
- Access control on the factory premises.
- Assertion, exercise or defence of legal claims.

#### **5 Who gets my data?**

Within J. P. SAUER & SOHN MASCHINENBAU GMBH, only those positions which are entrusted with the preparation and implementation of the application process will receive your data. These are usually the employees in the personnel department as well as the departments in which a position is to be filled, the managers and potential superiors. If your application concerns a job, training position or internship in another company of the Sauer Group, your data which is required for the purposes of the application process will be forwarded to this company.

The works council also receives the application documents.

Insofar as we use the services of third parties (so-called order processors) for the execution and handling of processing procedures, the provisions of the GDPR are observed. service providers who are to support us in providing our services to you:

- Web hosting provider
- IT service provider
- Service provider for the destruction of data

In addition, the transmission of your personal data is only carried out in legally determined cases. This applies in particular to cases where the transfer of data is necessary to fulfil a legal obligation to which we are subject, or if the transfer is legally permitted in individual cases.

#### **6 How long will my data be stored?**

If necessary, we process and store your personal data for the duration of the application process. If there is an employment relationship following the application process, the data will continue to be stored and transferred to the personnel file. Otherwise, the application

process ends when the applicant receives a rejection. The data is deleted at the latest 6 months after receipt of the rejection. This does not apply if the processing and storage of your personal data is necessary in a specific case to assert, exercise or defend legal claims (duration of a legal dispute). In individual cases, individual data may be stored for a longer period (e.g. travel expense accounting). The duration of the storage then depends on the legal storage obligations, e.g. from the German Fiscal Code (6 years) or the German Commercial Code (10 years). Finally, the duration of storage is also assessed according to the statutory limitation periods, which can be up to thirty years, for example according to §§ 195 ff. of the German Civil Code (BGB), whereby the regular limitation period is three years. If you have not been hired, but your application is still of interest to us, we will ask you whether we may keep your application for future vacancies.

## **7 Is data transferred to a third country?**

There is no data transfer to third countries.

## **8 What data protection rights do I have?**

Every data subject has the right of **access** under Art. 15 GDPR, the right of **rectification** under Art. 16 GDPR, the right of **deletion** under Art. 17 GDPR, the right to **restrict processing** under Art. 18 GDPR and the right to **data transferability** under Art. 20 GDPR. To exercise the aforementioned rights, you may contact the person responsible (Section 1.).

**Insofar as the processing of your personal data is carried out to protect our legitimate interests in accordance with Art. 6 para. 1 lit. f GDPR, you can object to this processing in accordance with the legal requirements in Art. 21 GDPR. The objection can be made in any form, including an email to [info@sauercompressors.de](mailto:info@sauercompressors.de).**

**If you have given us your consent to collect data, you can revoke this consent at any time without having to provide any form, for example with an email to [info@sauercompressors.de](mailto:info@sauercompressors.de).**

In addition, you have the right of appeal to a data protection supervisory authority (Art. 77 GDPR) if you believe that your personal data is not being processed lawfully.

## **9 Is there an obligation for me to provide data?**

There is no legal or contractual obligation to provide data. Within the scope of your application, you should only provide personal data that is necessary for the acceptance and execution of the application. Without this data, however, we will have to reject your inclusion in the application process.

## **10 To what extent is there automated decision-making in individual cases?**

Our decision-making in the context of the application process is not based on automated processing pursuant to Article 22 GDPR.