

Data protection information for applicants

This data protection information for applicants informs you about the processing of your personal data at Mäder Germany GmbH and within the Mäder Group.

According to Art. 4 (1) GDPR, your personal data includes all information that relates or can be related to your person, in particular by means of assignment to an identifier such as a name or to an organizational or personnel number with which your person can be identified.

1. contact persons and persons responsible for the application process

The controller responsible for processing your personal data when using the applicant portal for the selected position is

Mäder Germany GmbH
Gewerbepark 40
59069 Hamm
Deutschland
telephone: +49 95 43 / 65 0
fax: +49 95 43 / 65 188
e-Mail: recruitment-de@mader-group.com

If you have any questions regarding the processing of your personal data, you can contact our data protection officer at any time:

ecoprotec GmbH
Datenschutzbeauftragter
telephone: +49 52 51 / 877 888 0
fax: +49 52 51 / 877 888 333
e-Mail: datenschutz@ecoprotec.de

2. personal information and personal data

Mäder Germany GmbH collects and processes the following personal data (both in paper format and in digital form) provided by you through your application (collectively, "**applicant data**"):

- **contact details**, such as your name, address, telephone number and e-mail address;
- **information about your professional experience and skills**, as well as previous employment, language skills, performance reviews, ratings and quotas;
- **photo** (if voluntarily added).

It is not intended that special types of personal data will be processed. However, if you provide such data, e.g. health data, this data will also be processed.

3. data processing purposes, legal basis and consequences

Applicant data is collected and processed for recruitment and hiring purposes in order to determine the skills and suitability of applicants who have applied for a position (collectively, "**Processing Purposes**"):

Mäder Germany GmbH relies on the following legal bases regarding data processing:

- Necessity of the recruitment (Art. 88 GDPR in conjunction with Section 26 BDSG (new));
- Legitimate interest of the Mäder Group, Mäder Germany GmbH and its affiliated companies within the meaning of § 15 AktG or third parties where the legitimate interest lies in a special application management (Art. 6 (1) lit. f GDPR);
- Consent, if provided by you and recorded by law (Art. 6 (1) lit. a GDPR in conjunction with Art. 88 GDPR and Section 26 (2) BDSG (new));
- Compliance with legal requirements (Art. 6 (1) lit. c GDPR)

The provision of such data is voluntary. If this information is not provided, it may prevent the recruitment process and Mäder Germany GmbH will unfortunately not be able to consider your application.

4. categories of recipients

Mäder Germany GmbH will process the personal data within the HR department as well as in the relevant department. Mäder Germany GmbH may disclose the information to third parties for the following processing purposes:

- **Within the Group:** Mäder Germany GmbH may disclose your personal data to other members of the Mäder Group as long as it is necessary for the position. Access to your personal data is limited to the group of people who need the information to fulfill their activities.
- **Outside the Group, such as data processing companies:** Certain third parties may receive your personal data for processing under appropriate instructions ("data processors") to the extent necessary for the processing purposes. The data processing companies are contractually obliged to implement appropriate technical and organizational measures to protect the personal data and to process it as contractually specified. The processing and storage of data in our applicant portal is carried out by our service provider "Cornerstone OnDemand Ltd."

5. retention period

The application data will be stored by Mäder Germany GmbH and our service providers for as long as necessary for the fulfillment of our obligation and at most for the time necessary to achieve the purposes in accordance with the applicable data protection law.

If you have applied but have not been accepted, we will store your application documents for a further 6 months from the date of rejection. After these 6 months, all information will be deleted, unless it is required for further legal purposes or a lawsuit. Should we wish to add you to our applicant pool, we would ask for your consent in our rejection email. Should this be the case, we would keep your application documents for a further year for reassessment and any positions that become vacant at a later date. After this year, your data will be destroyed.

6. automated decision making

Mäder Germany GmbH does not use automated decision-making in connection with the application.

7. responsible body for the processing of your personal data

The competent and responsible body for the collection, processing and use of your personal data is Mäder Germany GmbH in the Federal Republic of Germany, unless otherwise contractually agreed.

Applicant data is stored and processed in applicant management systems. The technical installation is designed in such a way that only a narrowly defined group of specially authorized persons is entitled to access the data and any other access or other knowledge of the data is excluded according to the state of the art.

8. your rights

If you have given your consent, you have the option of withdrawing it at any time with effect for the future. This revocation will not affect the previous processing of data.

Under applicable data protection laws, you have the right: a) to access your personal data; b) to request rectification of your personal data; c) to request erasure of your personal data; d) to request restriction of processing of your personal data; e) to request portability of your personal data; f) to object to the processing of your personal data. Please note that the above rights may be restricted by national law.

- a) **Right to information:** You have the right to request confirmation from us as to whether personal data concerning you is being processed; if this is the case, you have a right to information about this personal data.

The right to information extends - among other things - to the purposes of the processing, the categories of personal data concerned and the recipients or categories of recipients to whom the personal data have been or will be disclosed. However, this is not an absolute right and the interests of other individuals may limit your right to information.

You have the right to obtain a copy of the personal data undergoing processing. We may charge a reasonable fee based on administrative costs for any further copies you request.

- b) **Right to rectification:** You have the right to obtain from us the rectification of inaccurate personal data concerning you. Depending on the purpose of the processing, you have the right to have incomplete personal data completed by means of a supplementary declaration.
- c) **Right to erasure (right to be forgotten):** In certain circumstances, you have the right to erasure of personal data concerning you.
- d) **Right to restriction of processing:** In certain circumstances, you have the right to obtain from us restriction of processing of your personal data. In these circumstances, the relevant data will be marked and only processed for a specific purpose.
- e) **Right to data portability:** In certain circumstances, you have the right to receive the personal data you have provided to us in a structured, commonly used and machine-readable format and have the right to transmit that data to another company without hindrance.

- f) Right to object pursuant to Article 21 of the General Data Protection Regulation: You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on point (e) or (f) of Article 6(1).

Since Mäder Germany GmbH processes and uses your personal data primarily for the purposes of the contractual relationship with you, Mäder Germany GmbH has a legitimate interest in processing your data, which will, however, cancel out your request for restriction.

You also have the right to lodge a complaint with the competent supervisory authority.

To exercise your rights, please contact us using the contact details above!

Status as of November 2023