



# Datenschutzerklärung (Data Privacy Policy)

for job applications at GEDIA Gebrüder Dingerkus GmbH



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## PURPOSE OF THIS DATA PRIVACY POLICY

This data privacy policy was created by the external data privacy officer in cooperation with the responsible internal departments at GEDIA Gebrüder Dingerkus GmbH.

The purpose of this data privacy policy is to inform all people involved about how personal data is treated during the job application process.

## DATA PRIVACY OFFICER

If you have any questions regarding the data privacy, you can contact our data privacy officer:

- Karsten Kunde  
Martinstraße 25  
57462 Olpe  
49 (2761) 8375 – 11  
[k.kunde@via-consult.de](mailto:k.kunde@via-consult.de)
  
- Lena Wurm  
Martinstraße 25  
57462 Olpe  
49 (2761) 8375 – 21  
[l.wurm@via-consult.de](mailto:l.wurm@via-consult.de)



## DATA PRIVACY POLICY

### General

Die GEDIA Gebrüder Dingerkus GmbH protects personal data and wants to secure all given personal data. Personal Data means data of employees as well as data of applicants and all other third parties. Therefore, we inform you within this data privacy policy about the collection, processing and usage of your personal data for the purpose of application.

If we transfer personal data to a foreign subsidiary during the application process, the local regulations will apply. Nevertheless, we only transfer your personal data to foreign subsidiaries during the application process, if you apply for a job at this foreign location.

The GEDIA Gebrüder Dingerkus GmbH is looking for the best applicants regardless of race, ethnicity, political opinion, religious or philosophical conviction, union affiliation, health or sex life.

We ask you not to provide any information to us, which we cannot use because of the „Allgemeinen Gleichbehandlungsgesetz“ (General Equal Treatment Act). Furthermore we ask you to not to send us any company secrets of actual or previous employer.

### Purpose of Data Collection

The personal data that you entered in the job application form (e.g. name, address, phone number etc.) and the uploaded documents will only be used for the job application process.

### Collection of personal data

During the job application process the following personal data is mandatory and will be processed:

- Surname
- Prenom
- Address
- Phone number
- Email-address
- Attachment: job application documents (as Curriculum Vitae etc.)
- Attachment: cover letter
- Other Attachments (e.g. certificates etc.)

All other data you possibly send us with you job application will also be stored. The data you provide will not be anonymized. The person who are responsible for the candidate selection (human



resource department as well as other relevant functions in the company) can see the application and your personal data.

## Right of access to the data, Right of revocation and erasure

You have the right to obtain access to your personal data and the information about which personal data we store/process and for which purpose we store/process it. You can revoke your consent for the processing and storage of the data at any time (in written form or by e-Mail at [personal@gedia.com](mailto:personal@gedia.com)). If you do so, we will erase the personal data unless there are no legal regulations opposed to the deletion or unless we need the data for the purpose of giving evidence.

Your data will be deleted not later than 6 months after the post is filled (as far as there is no employment relationship) if you do not give a consent of further storage and usage of the data. If you give the consent, we store the data to consider it for further job advertisements since you revoke the consent.

**Through your approval in the form “Einwilligungsschreiben” / “Letter of consent”<sup>1</sup> we are allowed to store your personal data and to consider it for further job advertisements.**

If we have an employment relationship after your job application, we store your personal data within the common organisational administration.

## Security

We use technical and organizational security measures to protect your personal data against accidental or intentional manipulation, loss, destruction or access by unauthorized persons. Our safety measures are continually improved and adapted according to the state of the art.

## Consent

By submitting your application, you confirm that you have read, understood and agree with this Privacy Policy.

<sup>1</sup> Please print the form “Einwilligungsschreiben” / “Letter of consent”, subscribe it and send it to us (by post (Röntgenstraße 2-4, 57439 Attendorn) or by E-Mail ([personal@gedia.com](mailto:personal@gedia.com))).