

Information according to Articles 13 and 14 GDPR for job applicants

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1. Preliminary remarks

Thank you for your interest in MUEGGE GmbH.

Below you will find information on the collection and processing of personal data in accordance with Articles 13 and 14 of the General Data Protection Regulation (GDPR) as part of your application to our company.

We take the protection of your privacy and your private data very seriously. We collect, process and use your data in accordance with the statutory provisions on data protection, in particular the GDPR and the German Federal Data Protection Act (BDSG).

Below we would like to inform you about data protection aspects in connection with your application to our company.

2. Data controller for the purposes of data processing

MUEGGE GmbH
CEO: Dr. Klaus Martin Baumgärtner; President: Markus Dingeldein
Hochstraße 4 - 6
64385 Reichelsheim
Germany
Tel.: +49 (0) 6164 9307 0
Fax: +49 (0) 6164 9307 93
E-Mail: info@muegge.de

3. Contact details of the data protection official

Data Protection Officer – Herr Kai Schwardt
c/o MUEGGE GmbH
Hochstraße 4 – 6
64385 Reichelsheim
Germany
Tel.: +49 (0) 6164 – 9307 – 0
E-Mail: dsb@muegge.de

4. Legal basis and purpose of data processing

In accordance with applicable data protection law, we may only process your data if this is expressly permitted or ordered by law or if you have effectively given your consent.

We process your data on the basis of Article 6 para. 1 letter b GDPR and Section 26 BDSG (with the exception of Section 26 para. 1 sentence 1 BDSG) to initiate, conclude and establish an employment contract between our company and you.

If special categories of personal data within the meaning of Article 9 GDPR are processed (e.g. health data), the legal basis is Section 26 (3) BDSG or Article 9 (2) (b) GDPR in conjunction with Article 6 (1) (b) GDPR.

Insofar as we have obtained your consent for certain processing operations, Article 6 para. 1 letter a GDPR serves as the legal basis, whereby consent given by you can be revoked voluntarily by you at any time.

The personal data and documents sent by you will be collected, processed and stored by us exclusively for the purpose of carrying out the application procedure in order to check your suitability for the position (or any other open positions in our company).

5. Which data or data categories are processed?

We process the data that you send us in connection with your application.

6. Sources of the data

Your data is collected from you.

7. Recipients of the data

Within our company, only the employees who need your data to perform their respective tasks have access to it.

In order to meet our contractual and legal obligations, we make use of various contractually obligated service providers (e.g. for the purposes of supporting/maintenance of our IT applications, document and data destruction or archiving). Insofar as this is necessary, we oblige the service providers commissioned by us in accordance with Article 28 para. 3 GDPR with an order processing contract.

In addition, we may transfer your data to other recipients outside the company to the extent necessary to fulfill the purposes set out in Item 4.

Otherwise, your data will not be passed on to third parties.

8. Transfer of data to a third country or an international organisation

If we have to transfer your personal data to third countries (i.e. countries outside the European Union/European Economic Area) or to international organisations, we will only do so if the special requirements of Article 44 et seq. GDPR are fulfilled.

9. Requirement to provide certain data

The personal data and documents sent by you will be collected, processed and stored by us for the purposes of the application process. If you do not provide us with this data, we will not be able to carry out the application process with you.

10. Existence of an automated decision-making process

As a responsible company, we refrain from automatic decision-making or profiling within the meaning of Articles 22 (1) and (4) GDPR.

11. Duration of storage of your data

If you are hired by us, your application documents will be transferred to your personnel file to the extent necessary to fulfil the employment relationship.

If your application is unsuccessful, we will regularly keep your application documents in our applicant database for six months after rejection. After this period has expired, your application documents will be deleted.

If you have given us your consent to continue storing your data (for consideration for positions that may become available at a later date), we will delete your details from our applicant database after receiving your cancellation.

12. Your data protection rights

Every data subject has the right of access under Article 15 GDPR, the right to rectification under Article 16 GDPR, the right to erasure under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR, the right to notification under Article 19 GDPR and the right to data portability under Article 20 GDPR.

In addition, you have the right to lodge a complaint with a data protection supervisory authority in accordance with Article 77 GDPR if you believe that your personal data is being processed unlawfully. The right to lodge a complaint is without prejudice to any other administrative or judicial remedy.

You can reach the responsible data protection supervisory authority using the following contact details:

The Hessian Commissioner for Data Protection and Freedom of Information
P.O. Box 3163
65021 Wiesbaden
Tel.: +49 (0) 611 1408 – 0
Fax: +49 (0) 611 1408 – 900
E-Mail: poststelle@datenschutz.hessen.de

If the processing of data is based on your consent, you are entitled under Article 7 GDPR to withdraw your consent to the use of your personal data at any time. Please note that the revocation is only effective for the future. Processing that took place before the revocation is not affected. Please also note that we may have to retain certain data for a certain period of time in order to fulfil legal requirements.

If your personal data is processed in accordance with Article 6 para. 1 letter f GDPR to protect legitimate interests, you have the right to object to the processing of this data at any time in accordance with Article 21 GDPR for reasons arising from your particular situation. We will then no longer process this personal data unless we can demonstrate compelling legitimate grounds for the processing. These must outweigh your interests, rights and freedoms, or the processing must serve the assertion, exercise or defence of legal claims. You are welcome to contact us to protect your rights.