

Information pursuant to Article 13 GDPR

Applicant data

Revised: 04.06.2018

1. Controller

Name / identity of the controller	KERN-LIEBERS Ltd. - SPIROFLEX Division
Street	Unit 7 Lusher Way
Zip / City	Corringham Road Ind. Est. Gainsborough, DN21 1QB
Phone	+44 (0) 1427 612 085
E-mail address	info@spiroflex.com
Internet address / URL	www.spiroflex.com

2. Legal representatives of the controller

Management of the responsible body	Graham Montgomery
Controller responsible for data processing	Winfried Bachmann (CIO)

3. Data protection officer

Name	Dr. Rainer Harwardt
Company	ORGATEAM Unternehmensberatung GmbH
Address	Im Ettenbach 13 a
Zip / City	77767 Appenweier-Urloffen
Phone	07805-918-2553
E-mail address	Rainer.harwardt@orgateam.org
Internet address / URL	www.orgateam.org

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4. Purpose of data collection, data processing, data use, legal basis

Purpose:
<p>Determination of the suitability of applicants and selection of applicants. Management of incoming applications</p> <ul style="list-style-type: none"> - Electronically by e-mail - Applicant portal or - By post <p>From collection to processing to erasure of the application data. The application procedure is defined by the "Application Management" process.</p>
Legal basis / admissibility of data collection:
<p>Until 25 May 2018 Section 32 BDSG (German Federal Data Protection Act) (old) and from 25 May 2018 Section 26 BDSG (new) Pursuant to Article 6 (1) (a) GDPR: Consent of the data subject to transfer to the pool of applicants (for 1 – 1.5 years defined in interview) or other vacant post by sending the new vacancy</p>

5. Description of groups of data subjects and the data or categories of data involved

Group	Data / data category
Applicants	<p>Applicant data (resume, photo, certificates, qualifications) Applicant database: with confirmations of receipt, letter of acceptance and rejection, correspondence with applicants concerning questions, pool letters (see above), cover sheets (application form) Overview list with application name, address, role, appointment for invitation to interview, place of work, acceptance and rejection</p>

6. Recipients or categories of recipients to whom this data may be transferred

Recipient	HR department and management, executives, works council, company management, employment agency (in the event of feedback)
Other / comments	

7. Standard periods for erasure of data and review

Storage period for data (lifecycle, retention)	<p>Pursuant to Section 15 (4) AGG (German General Act on Equal Treatment) plus 4 months time buffer) Applicant database: with confirmations of receipt, letter of acceptance and rejection, correspondence with applicants concerning questions, pool letters (see above), cover sheets: 3 months after completion of application procedure Overview list with applicant name, address, role, appointment for invitation to interview, place of work, acceptance and rejection 1 year to end of year, stat. analysis and erasure</p>
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8. Additional information on processing

- Data is not transferred to third countries (outside the EU) unless the applicant has previously given their consent.
- Data is not transferred to third countries (within the EU) unless the applicant has previously given their consent.
- You have the right to information, rectification, erasure, restriction, objection and data portability with respect to personal data relating to you
- Consent to the pool of applicants can be withdrawn at any time, which will result in the immediate erasure of your data.
- Any hiring decision will not be made on the basis of automated decision-making
- You have the right to lodge a complaint with a supervisory authority