

19.11.2018

## Data protection information for applicants

This data protection information for applicants provides you with all the information you need about the use of your personal data at RWK & Kuhlmann Küchen GmbH.

According to article 4, item 1 of the GDPR your personal data includes all information that identifies or could identify you, in particular by means of an identifier such as a name, organisation or customer number linked to your person.

### Personal information and personal data:

RWK & Kuhlmann Küchen GmbH collects and processes the following types of personal information and data (both in paper and in digital format) that you provided as part of your application (collectively referred to as “**application data**”):

- **Contact data**, such as your name, address, telephone number and email address;
- **Information on your professional skills and experience**, as well as previous employment history, language skills, performance assessments, evaluations and quotas;
- **Photo** (if voluntarily provided).

There are no provisions for the processing of specific types of personal data. However, should you provide us with certain data, such as information on your health, please be aware that this will be processed.

### Data processing purposes, legal basis and consequences:

Application data is collected and processed for recruitment purposes to identify the skills and suitability of candidates who have applied for a position (collectively referred to as “**processing purposes**”):

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RWK & Kuhlmann Küchen GmbH  
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Managing partners:  
Ralf Marohn

Company headquarters:  
Bad Oeynhausen, HRB 14393  
EU VAT no. DE 298 964 038  
Tax no. 324/5717/2158

Bank details:  
Volksbank Bad Oeynhausen — Herford eG.  
IBAN: DE68494900700434400300  
SWIFT — BIC: GENODEM1HFV  
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RWK & Kuhlmann Küchen GmbH uses the following legal basis for data processing:

- Recruiting requirements (article 88 of the GDPR in conjunction with article 26 of the BDSG (neu) [German Federal Data Protection Act]);
- Legitimate interest of RWK & Kuhlmann Küchen GmbH or third parties who have a legitimate interest in the management of a particular application (article 6 (1) item f of the GDPR);
- Consent has been provided, in cases where the applicant has legally consented to the processing of data (article 6 (1) item a of the GDPR in conjunction with article 88 of the GDPR and article 26 (2) of the BDSG (neu));
- Fulfilment of legal obligations (article 6 (1) item c of the GDPR).

This data is provided voluntarily by the applicant. If the applicant does not provide this information, this could impede the recruitment process and RWK & Kuhlmann Küchen GmbH may not be able to process your application.

### Recipient categories:

RWK & Kuhlmann Küchen GmbH processes personal data within the HR department, as well as other relevant departments. RWK & Kuhlmann Küchen GmbH may transmit information to third parties for the following processing purposes:

- **Data processing companies:** Certain third parties may receive your personal data for processing in accordance with appropriate instructions ("data processors"), provided that this is necessary for processing purposes. Data processing companies are contractually obliged to implement appropriate technical and organisational measures to protect and process personal data as contractually specified.

### Data retention period:

Application data is stored by RWK & Kuhlmann Küchen GmbH and our service providers to the extent that and for as long as this is required for the fulfilment of our obligations. The data is only stored for duration required for this purpose in accordance with the applicable data protection law.

If your application is unsuccessful, your data will be promptly deleted and your application returned to you in paper form, unless required for any other

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legal purpose or action.

If you are interested in any future vacancies, you will be included in our new pool of applicants. Your data will then be stored in our system until a decision is made. We will ask you for your consent in our rejection letter before adding you to our pool of applicants.

### **Automated decision-making:**

RWK & Kuhlmann Küchen GmbH does not implement any automated decision making processes related to your application.

### **Responsible authority for the processing of your personal data**

The competent and responsible authority for the collection, processing and use of your personal data, unless otherwise otherwise contractually agreed, is RWK & Kuhlmann Küchen GmbH in Germany.

Application data may be stored and processed in digital and/or paper format. Our technical set-up ensures that only a small circle of authorised persons is granted access to your personal data and all other access or perusal of data is excluded as far as possible with the current state of technology.

### **Your rights:**

If you have provided your consent for certain processing activities to be carried out, you may revoke this consent at any time with future effect. This revocation will not affect any prior data processing.

In accordance with applicable data protection laws, you have the right:

- a) to access your personal data;
- b) to amend or correct your personal data;
- c) to request the deletion of your personal data;
- d) to require restrictions on the processing of your personal data;
- e) to request the transfer of your personal data;
- f) to revoke your consent for your personal data to be processed. Please note that all of the above rights may be restricted by national law.

- a) **Right to information:** You have the right to obtain confirmation from us as to whether personal data relating to you is being processed. If this is the case, you have the right to information regarding this personal data.

This right to information includes, among other things, information on the purposes of processing, the categories of personal data concerned and the recipients or categories of recipients to whom the personal data has

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been disclosed or are being disclosed. This, however, is not an unconditional right and the interests of other individuals may limit your right to information.

You can the right to receive a copy of the personal data that is the subject of any processing. For any further copies you request, we have the right to charge you a reasonable fee for any administrative costs incurred.

- b) Right to rectification: You have the right to obtain from us the rectification of any inaccurate personal data concerning you. Depending on the processing purpose, you have the right to complete any incomplete personal data by means of an additional statement.
- c) Right to erasure (right to be forgotten): Under certain circumstances, you have the right to the erasure of any personal data concerning you.
- d) Right to restriction of processing: Under certain circumstances, you have the right to obtain from us the restriction of any personal data concerning you. Under these circumstances, the data in question will be marked and only processed for certain purposes.
- e) Right to data portability: Under certain circumstances, you have the right to obtain any personal data concerning you in a structured, commonly used and machine-readable format. You also have the right to transmit this data to another company.

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

#### **Right to object in accordance with article 21 of the GDPR**

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6 (1), including profiling based on those provisions.

As RWK & Kuhlmann Küchen GmbH primarily uses processes your personal data for the purposes of the contractual relationship with you, RWK & Kuhlmann Küchen GmbH has a legitimate interest in processing your data, which overrides any request you may make for restriction.

In order to exercise your rights, contact us at the address provided in the 'Queries' section.

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RWK & Kuhlmann Küchen GmbH Südstraße 16 D-32130 Enger



**Queries:**

Should you have any questions regarding this information or your rights, please contact us at:

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D-32130 Enger  
Telephone: +49 (0) 5224 9730-0  
Email: [info@kuhlmannkueche.de](mailto:info@kuhlmannkueche.de)*

You can contact the data protection officer for RWK & Kuhlmann Küchen GmbH at:

*Ernst-Wilhelm Büscher  
RWK & Kuhlmann Küchen GmbH  
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