

# Notes on data protection as part of the application process

## **mk Plast GmbH & Co. KG**

Kuhlgasse 18

52156 Monschau

("Responsible" according to Art. 4 No. 7 DSGVO)

### **Data Protection Officer**

Hans Jürgen Fellgiebel

c/o imatec GmbH, Bickerather Strasse 3, 52152 Simmerath

Email: [datenschutzbeauftragter@mkplast.de](mailto:datenschutzbeauftragter@mkplast.de)

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## **Information on data protection in the context of the application process**

We are pleased that you are interested in us and are applying or have applied for a position in our company. We would like to provide you with the following information on the processing of your personal data in connection with the application.

### **I. Scope of data processing and purposes**

We process the data that you have sent us in connection with your application in order to check your suitability for the position (or any other open positions in our company) and to carry out the application process. The legal basis for the processing of your personal data in this application process is primarily § 26 BDSG in the version applicable since May 25th, 2018. According to this, the processing of the data required in connection with the decision on the establishment of an employment relationship is permitted.

Should the data be required for legal prosecution after completion of the application process, data processing can take place on the basis of the requirements of Article 6 GDPR, in particular to safeguard legitimate interests according to Article 6 Paragraph 1 lit. f) GDPR. Our interest then lies in the assertion or defense of claims.

In the event of a rejection, data from applicants will be deleted after 12 months at the latest. Applicant data is deleted annually in March (+/- 1 month)

If you have been awarded a position as part of the application process, the data from the applicant data system will be transferred to our personnel information system.

Your applicant data will be viewed by the HR department after your application has been received. Suitable applications are then forwarded internally to the department heads for the open position. Then the further process is coordinated. In principle, only those people in the company who need it for the proper running of our application process have access to your data.

## II. Your rights as a "data subject"

Every data subject has the following rights:

- Right to information (Article 15 GDPR)
- Right to rectification of incorrect data (Article 16 GDPR)
- Right to erasure (Art. 17 GDPR)
- Right to restriction of processing of personal data (Article 18 GDPR)
- Right to data portability (Art. 20 GDPR)
- Right to lodge a complaint with a data protection supervisory authority (Art. 77 GDPR).

Every data subject has a general right of objection (cf. Art. 21 Para. 1 GDPR). In this case, the objection to data processing must be justified. If data processing is based on consent, your consent can be revoked at any time with effect for the future. The revocation of the consent does not affect the legality of the processing carried out on the basis of the consent up to the point of revocation.

To exercise your rights, please contact the Human Resources department.

## III. General information

The person responsible in terms of data protection law is

mk Plast GmbH Co.KG

Kuhlgasse 18

52156 Monschau

You will find further information about our company, details of the persons authorized to represent us and other contact options in our imprint on our website: <https://www.mkplast.de>

If you have any questions about the processing of your personal data by us or about data protection in general, please contact our data protection officer at the above address or send an email to [datenschutzbeauftragter@mkplast.de](mailto:datenschutzbeauftragter@mkplast.de).

Monschau, 05/03/2023

Place and date