

## Data Privacy Statement on the Application Procedure for New Staff Members

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We are pleased that you would like to apply as employee in our company. The protection of your personal data is very important to us. Therefore, we would like to inform you on the acquisition, processing and utilization of your data in the scope of your application according to the relevant data protection provisions.

### 1. Data Acquisition

In the course of your application the subsequently listed personal application data are acquired and processed:

- Position for which you apply
- Title, first name, last name
- Date of birth
- Nationality
- E-Mail address
- Phone number
- Mailing address (street, postcode, town, country)
- Source of application
- Application documents (CV, covering letter, diplomas/certificates, recommendations etc.)

### 2. Purpose of Data Acquisition / Dissemination

Your personal application data are acquired and processed exclusively for the purpose of filling vacancies within our company. Your data are basically only forwarded to internal departments or competence centres of our company responsible for the concrete application procedure. There is no utilization beyond this or dissemination of your application data to third persons.

### 3. Retention Period of Application Data

Your personal application data are basically automatically deleted twelve months after the completion of the application procedure. This does not apply if statutory provisions are in conflict with deletion, further storage is required for the purpose of evidence or if you have explicitly approved longer storage.

#### 4. Storage for Future Vacancies

Should we not be able to offer you a current vacancy but consider that your application might be interesting for future vacancies due to your profile, we will store your personal application data for twelve months if you explicitly approve such a storage and utilization.

#### 5. Data Security

In order to protect the data acquired in the scope of your application against manipulation and unauthorized access, we have taken several technical and organizational precautions. In particular your online application is transmitted in an encoded way according to the current state of the art.

#### 6. Right to Disclosure and Revocation

Should you have questions regarding the acquisition, processing or utilization of your personal data or in case of disclosure, correction or deletion of data as well as revocation of approvals given, please contact:

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#### 7. General Data Protection Notices

Please also note our general [data protection notices](#) for further information regarding the utilization of our web site.

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