

Data protection information on the collection of personal data in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR) for applicants

Thank you for your interest in becoming a Wista Group GmbH employee. The protection of your personal data is very important to us. This information is intended to inform you how your personal data is processed during the registration and application process and the rights you have according to data protection laws.

1. Controller and contact information:

Controller:	Data protection officer:
Wista Group	EmEtz GmbH
Buchäckerring 27	Mail: datenschutz@wista.com
74906 Bad Rappenau	
Phone: +49 (0) 7066 / 917 89-100	
Email: info@wista.com	

2. What data we process and why we process your data (purposes of processing)

and on what legal basis we do so:

We process personal data in compliance with the EU General Data Protection Regulation (GDPR) and all other relevant laws.

- You want your application to be processed (Art. 6 (1) b GDPR in conjunction with Section 26 (1) BDSG)

If you would like to use our applicant portal, you must register by entering your email address, your first and last name and a password of your choice and then create a profile. We use the so-called double opt-in process for the registration. This means your registration is only completed when you have confirmed your registration by clicking on the link in the confirmation email sent to you for this purpose. You must provide the information mentioned above. Uploading a profile picture is voluntary. We store all registration data locally and do not pass it on to third parties. You can also view your profile data at any time and delete or change it yourself. If you delete your profile and you have already made an application, your application will not be withdrawn. Your application will continue to be processed through the online application procedure, and the personal data you provided will be processed in accordance with the relevant instructions. Your profile will be retained until you delete it yourself. This means that even in the event of employment in our company, it will still be retained.

- You would like your application to be processed (Art. 6 (1) b GDPR in conjunction with Section 26 (1) BDSG)

First and foremost, data processing serves to establish an employment relationship with you. The categories of personal data processed, which are collected as part of a possible grounds (application phase) and processing of your application, include in particular your master data (such as first name, surname, suffixes, nationality), contact details (e.g. private address, (mobile) telephone number, email address), as well as other data (e.g. qualification data, data on work activities, possible criminal record, social data, bank details). This may include specific categories of personal data, such as health data.

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Purposes of the data processing	Categories of data
Registration for the applicant portal	Personal data, contact details (email address)
Selection of suitable applicants	Personal data, address data, qualification data, certifications, application data, contact details, profile data
Planning and execution of job interviews	Personal data, address data, contact details, interview content, qualification data, absences
Reimbursement of travel expenses	Personal data, address data, bank details

If the interview will not take place at one of our locations (e.g. due to long distances or applicable health regulations), we offer you the option of conducting the interview via a video conferencing tool. Data processing is carried out in accordance with Section 26 (1) S. 1 BDSG. We expressly state that this is an alternative to an interview on-site. Please refer to our Online Meeting Privacy Statement (link Info Art. 13 Video conferencing tool) for details of the associated data processing.

- You have given your consent (Art. 6 (1) a GDPR)

Where you have consented to our processing of personal data for certain purposes, processing shall be lawful based on your consent. You may withdraw your consent at any time. Take note that your withdrawal of consent shall only be effective for the future. It does not affect the lawfulness of processing carried out until your withdrawal of consent.

Purposes of the data processing	Categories of data
Inclusion in our pool of applicants and retention beyond the actual application process	Application documents, personal data, contact details
Subsequent contact with you for a job placement	Personal data, contact details

- For the consideration of legitimate interests (Art. 6 (1) f GDPR)

Where necessary, we also process data to protect our legitimate interests or the legitimate interests of third parties. This may occur, for example:

Purposes of the data processing	Categories of data
Safeguarding of IT security and IT operations	Log data
Prevention and investigation of criminal offences	All categories of data as warranted
Implementation of our internal security measures (e.g. as part of visitor logging)	Personal data
Contacting you based on your user profile in social networks	Personal data, contact details

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If you are contacted via a social media network for business purposes, we will process data exclusively in the respective network using the infrastructure and functions provided for this purpose by the operator. Data processing in our systems only takes place once the application process explicitly requested by you has begun. Until that point, data processing is based on Art. 6 (1) f GDPR. Our legitimate interest here lies in approaching suitable applicants for the further development of our company. Data collection and transfer of data from the social media network for business purposes only take place if you request us to do so in order to facilitate the application process for you and to keep data retrieval from you directly low.

3. To whom do we transfer your data (categories of recipients):

Within our company, only the persons and bodies (e.g. department, representative body for the severely disabled) receive your personal data, which they need to fulfil our contractual and legal obligations.

Within our group of companies, your data is transmitted to specific companies if they perform data processing tasks centrally for the companies within the group (e.g. Human Resources, centralised IT). Furthermore, we use various service providers in the context of order processing (e.g. the provider of an applicant portal, document shredder) to fulfil our contractual and legal obligations.

Duration of data storage:

The personal data will be deleted six months after the end of the application process in compliance with Section 61b (1) of the ArbGG (German Labour Courts Act) in conjunction with Section 15 of the AGG (German Equal Treatment Act). In the event of admission to the pool of applicants, the personal data will be deleted after two years if you cannot be offered a suitable position.

Data transfer to third countries:

Personal data is only transferred to third countries (countries outside the EU and the European Economic Area, EEA) or to an international organisation to the extent that is necessary for measures undertaken prior to entering into a contract, the transfer is required by law or you have given us consent, and only in compliance with the requirements of data protection law.

Rights of the data subject:

You may use the contact details provided above to obtain information concerning the personal data stored about you. (Article 15 GDPR). You may also obtain the rectification or erasure of your data, provided certain conditions are satisfied (Articles 16 and 17 GDPR). You have the right to obtain restriction of processing of your personal data (Article 18 GDPR). You have the right to receive the personal data provided by you in a structured, commonly used and machine-readable format (Article 20 GDPR).

Are you obliged to provide data?

As part of the application process, you must provide the personal data necessary to carry out the application process or which we are legally obliged to collect. Without this data, we will not be able to carry out the application process with you.

Right to lodge a complaint: You have the right to lodge a complaint with the data protection officer named above or with a supervisory authority for data protection.

Right to lodge a complaint

You have the right to lodge a complaint with the data protection officer named above or with a supervisory authority for data protection.

Right to object:

Where we process your data for the protection of legitimate interests, you have the right to object to this processing on grounds relating to your particular situation that would oppose this data processing.

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