

# Information According to Art. 13 General Data Protection Regulation (GDPR) for Applicants

It is very important for our company to comply with data protection provisions. Hereafter we want to inform you about the collection of your personal data through our company:

## Controller:

Controller of the data is VitaCux GmbH (Am Querkamp 18-20 in 27474 Cuxhaven, Germany – telephone: +49 (0) 4721 31080-00, e-mail: kontakt@vitacux.de).

## Required data for the decision about your possible employment:

As part of the application process we process your data that is required to for decision about your possible employment. We especially process your contact data, your name and address as well as any data connected to the application such as CV, certificates, qualifications, answers to questions etc. If you make a request for compensation of travel expenses, we also need your bank details. This processing of data is based on § 26 German Federal Data Protection Act (BDSG). If you disclose any further personal data voluntarily, the processing is based on your revocable consent according to Art. 6 Par. 1 lit. a, Art. 7 GDPR in conjunction with Sec. 26 Par. 2 BDSG.

## Source of Data:

We only process your personal data that you disclose to us in the course of the application process.

## Erasure of Data:

In cases where we are not legally obliged to store your data for a legal retention period, we erase your data as soon as it is no longer necessary to store it or our legitimate interest expires. If we don't conclude an employment contract with you, we regularly erase your data four months after the termination of the application process or the rejection of your application. We also erase your data when you revoke your consent to the processing of your data.

In individual cases it is possible that we store individual data for a longer time (e.g. compensation of travel expenses). The storage period in that cases is based on legal retention periods e.g. from the Fiscal Code of Germany (6 years) or the German Commercial Code (10 years). A further storage of your data is also permitted if we decide after -the balancing of interests- that we require your data for the assertion, exercise or defense of legal claims.

If we don't conclude an employment contract but your application can be of interest for us in the future, we ask you whether we can store your application for vacant jobs in the future. This extended storage is based on your revocable consent according to Art. 6 Par. 1 lit. a, Art. 7 GDPR in conjunction with Sec. 26 Par. 2 BDSG.

### Disclosure of your data:

Of course, we deal with your personal data confidentially and don't disclose them to third persons.

If necessary, we use service providers that are bound by our instructions, that e.g. help us in the areas of IT, archiving and destruction of documents and that we concluded separate contracts of processing (Art. 28 GDPR) with.

### Your rights:

As data subject you have the right of **access** to your personal data (Art. 15 GDPR) as well as the right to rectification of inaccurate personal data (Art. 16 GDPR) or the right to **erasure** if one of the reasons in Art. 17 GDPR applies, e.g. when your data is no longer required for the pursued purpose. You have the right to **restriction of processing** when one of the requirements of Art. 18 GDPR applies and in the cases of Art. 20 the right to **data portability**. As far as the processing is based on your consent, you have the right to revoke your consent at any time based on Art. 7 GDPR. Please be informed that your revocation only affects the processing in the future. Data processing that happened before the revocation is not affected. Please also be informed that we are obliged to store certain personal data for a certain period of time despite your revocation to comply with legal requirement (cf. for further information "Erasure of Data").

### Right to object

**When your data is processed based on Art. 6 Par. 1 lit. f GDPR (processing for the purpose of the legitimate interest) or based on Art. 6 Par. 1 lit. e GDPR (processing in public interest or in exercise of official authority) you have the right to object the processing at any time based on grounds that derive from your special personal situation. In that case we will no longer process your data unless we have mandatory verifiable reasons worthy of protection for the processing that override your interests, rights and freedoms or we process your data for the assertion, exercise or defense of legal claims.**

For questions concern data protection and to exercise your rights as data subject please contact:

VitaCux GmbH  
Am Querkamp 18-20  
27474 Cuxhaven  
Germany  
Tel.: +49 (0) 4721 31080-00  
E-Mail: kontakt@vitacux.de

Furthermore, you have the right to lodge a complaint with a supervisory when you think that the processing of your personal data is in breach with privacy provisions. The right to lodge a complaint can be performed particularly toward a supervisory authority of the member state of your habitual residence, place of work or place of the alleged infringement.

### Automated decision-making

The decision about your employment is not only based on automated decision making. Therefore an automated individual decision-making is not taking place.