



Information sheet pursuant to Art. 13

EU data protection basic regulation (DSGVO) of CeoTronics AG for applicants

Below you will find an overview of the collection, processing and use of your data.

CeoTronics AG takes the protection of your personal data very seriously and processes it in accordance with the applicable statutory data protection requirements.

1. Who is responsible for data collection, processing and use and who can I contact?

1.1 is responsible:

CeoTronics AG
Adam-Opel- Street. 6
63322 Rödermark
Phone: +49 (0)6074 / 8751-0
Email: datenschutz@ceotronics.com

1.2 You can reach our external data protection officer at:

wavesun-technologies
Patrick Baker
At Lerchenberg 15
63322 Rödermark
Phone +49 (0)6074 / 3709395
Email: info@wavesun-technologies.de



2. Which sources and data do we use and according to which categories are the personal data processed?

2.1 Origin of data: The data are collected directly from you.

2.2 Relevant data categories are:

- Personal details (surname, first name, date of birth, gender, etc.)
- Address and contact data (address, telephone number, email address)
- Application data (e.g. certificates, curriculum vitae, knowledge of the job advertised)
- Account data in travel expense reimbursement cases
- Other data that you voluntarily make available to us

3. For what purpose and on what legal basis do we process the data?

3.1 These data shall be collected

- to establish an apprenticeship, trainee, working student or employment relationship;
- to correspond with you;
- to process payments;
- to meet our legal obligations;
- in order to be able to process any existing liability claims and to be able to make claims against you.

3.2 Legal basis of the processing:

Art. 6 para. 1 lit. b GDPR, Art. 88 para. 1 GDPR in conjunction with § 26 para. 1 BDSG-new (German Federal Data Protection Act) for the establishment or execution of the contractual relationship.

4. Who receives my data? (Categories of recipients of personal data)

4.1 Within CeoTronics AG, only authorized employees have access to your application data, which they need to fulfill our contractual and legal obligations. All selection decisions are made on a case-by-case basis, **not** automatically (Art. 22 GDPR).



4.2 Data may be transmitted to, for example, our tax consultant or viewed by our internal IT department and externally engaged companies during the maintenance and servicing of our hardware, software, hosting of our website, service providers for the destruction of documents and data carriers as well as other service providers within the scope of order processing relationships (pursuant to Art. 28 GDPR), insofar as this is necessary for technical reasons for the maintenance of the IT infrastructure, IT security, contractual or legal requirements (within the scope of our legitimate interest pursuant to Art. 6 para. 1 lit. f). All employees and external service providers are bound to secrecy in writing / contractually and may only process data according to written instructions.

4.3 In addition, third parties may receive data for certain purposes if this is required by law as part of your application (e.g. notification to the Federal Employment Agency) (pursuant to Art. 6 para. 1 lit. c DS Block Exemption Regulation).

5. How long will my personal data be stored?

5.1 The data will be deleted **6 months** after the end of the application procedure if no employment takes place.

5.2 Any storage extending beyond this will take place if you have given us your consent (pursuant to Art. 6 para. 1 lit. a GDPR) or

5.3 we are required by tax and commercial law to keep records and documentation in accordance with

(e.g. § 257 Commercial Code, § 147 Fiscal Code), Principles for the Proper Electronic Storage of Books, Records and Documents (GoBD), Social Code (SGB), General Equal Treatment Act (AGG) and other relevant laws are obliged to a longer storage (pursuant to Art. 6 para. 1 lit. c DS Block Exemption Regulation).

6. What data protection rights do I have?

You have the following rights:
- pursuant to Art. 7 para. 3 GDPR, you have the right to revoke your consent at any time with effect for the future. The consequence of this is that we may no longer continue the data processing based on this consent in the future;
- pursuant to Art. 15 DS-GVO the right to request free information about the personal data processed by us concerning your person;



- pursuant to Art. 16 GDPR, you have the right to immediately request the **correction of** incorrect or **incomplete** personal data processed by us;

- pursuant to Art. 17 GDPR the right to demand the **deletion of** your personal data stored by us, unless processing is necessary to exercise the right to freedom of expression and information, to fulfill a legal obligation, for reasons of public interest or to assert, exercise or defend legal claims;

- pursuant to Art. 18 GDPR, you have the right to demand the **restriction of the processing of** your personal data if the accuracy of the data is disputed by you, the processing is unlawful, but you refuse to delete it and we no longer need the data, but you need it to assert, exercise or defend legal claims or you have lodged an objection to the processing pursuant to Art. 21 GDPR;

- pursuant to Art. 20 GDPR, you have the right to receive the personal data you have provided to us in a structured, common and machine-readable format or to request **transmission to another responsible person**; and

- to **complain to a supervisory authority** pursuant to Art. 77 GDPR. As a rule, you can contact the supervisory authority of your usual place of residence or workplace or our company.

Right of objection (Art. 21 GDPR):

If your data is processed to safeguard legitimate interests, you have the right to object to this processing at any time using the contact data provided above if your particular situation gives rise to reasons that oppose this data processing. We will then terminate this processing unless it serves overriding interests worthy of protection on our part.

7. Is data transferred to third countries?

Data will only be transferred to countries outside the EU or the EEA (so-called third countries) if this is necessary or legally required (e.g. tax or other reporting requirements) to initiate and, if necessary, conclude an employment contract or another contract with you or third parties as part of your application, if you have given us your consent or as part of order processing pursuant to Art. 28 GDPR. If service providers in a so-called third country are included, they are bound by written instructions and obliged to comply with the data protection level in Europe by an agreement of the EU standard contract clauses.



8. What is the obligation to provide data and what are the consequences of not providing data?

The provision of personal data is necessary for the initiation and, if necessary, conclusion of an employment contract or another contract with you or third parties within the framework of your application for the above-mentioned purposes of data processing and the legal basis for processing the data. Without this personal data we are not in a position to process your application and, if applicable, conclude a contract with you.