



Metal Injection Moulding

Information sheet on the processing of application data

We hereby inform you about the processing of your personal data by the Reich MIM GmbH and the rights to which you are entitled according to the Data Protection Law.

Who is responsible for data processing and who is the Data Protection Officer?

Responsible for data processing is

*Reich MIM GmbH
Bahnhof 7
08340 Schwarzenberg
Tel.: +49 (0)3774/824223-0
Fax.: +49 (0) 3774 / 824 223 - 930
mail@reich-mim-gmbh.com*

Information about the Data Protection Supervisor

*Markus Kammel
Bahnhof 7
08340 Schwarzenberg
Tel.: +49 (0) 3774 / 824 223 - 913
E-Mail: markus.kammel@reich-mim-gmbh.com*

Which personal data do we collect and where does it originate?

In the course of the application process we process the following personal data:

- *Your master data (such as first name, surname, name additions, date of birth)*
- *Work Permit/residence permits if applicable*
- *Contact details (e.g. private address, (mobile) phone number, e-mail address),*
- *Skill-Data from the CV (e.g. special knowledge and skills, qualifications)*
- *If relevant for the job advertised: health suitability*
- *Further data from the application documents (e.g. professional experience, certificates)*

Your personal data will always be collected directly from you in the context of the recruitment process, in particular from the application documents, the interview and from the personnel questionnaire.

In addition, we may receive data from third parties (e.g. in the context of a job placement).

We may also process personal data which we have legally gained from publicly available sources (e.g. professional networks).



For what purposes and on what legal basis is data processed?

We process your personal data in compliance with the provisions of the EU Data Protection Basic Regulation (DS-GMO) and the Federal Privacy Act (BDSG).

The main purpose of data processing is the justification of the employment relationship. The primary legal basis for this is article 88 (1) DS-GMO I. v. M. § 26 (1) BDSG.

Your data will be processed exclusively for the occupation of the specific position to which you have applied.

If your application is to be considered for other vacancies within the company/concern, we need a declaration of consent from you. You will find these as well as this leaflet on our homepage under the menu item career.

Furthermore, due to the European anti-terror regulations 2580/2001 and 881/2002, we are obliged to match your data against the so-called "EU terrorist lists" in order to ensure that no funds or other economic resources are available for terrorist purposes.

How long will your data be stored?

In case of hiring, we process your application documents in your personnel file. After termination of the employment relationship, the personal data that we are obligated to retain are still stored. This is regularly due to legal evidence and retention obligations, which are regulated in the Commercial Code and tax regulations, among other things. The storage periods thereafter amount to up to ten years. In addition, personal data may be stored for the period in which claims against us can be asserted (statutory limitation period of three or up to thirty years).

In case of cancellation, your application documents will be returned at the latest six months after the completion of the application process (if received by mail) and deleted.

Who gets your data?

Within our company, only the persons and entities (e.g. responsible department) receive your personal data, which are included in the decision about your employment.



What rights can you claim as the person affected?

You have the rights under article 15 – 22 DS GMO:

- *Right to information (art. 15 DS-GMOs)*
- *Right to rectification (art. 16 DS-GMOs)*
- *Right to delete (art. 17 DS-GMO)*
- *Right to restrict processing (art. 18 DS-GMOs)*
- *Right to objection against processing (art. 21)*
- *Right to data transferability (art. 20 DS-GMOs)*

Please refer to the following location:

*Data protection officer, Markus Kammel, Tel.: +49 (0) 3774 / 824 223 – 913,
markus.kammel@reich-mim-gmbh.com*

Where can you submit a complaint?

You have the possibility to contact the aforementioned Data Protection Officer or a Data Protection Supervisory Authority with a complaint. The Data Protection Supervisory Authority responsible for us is:

*Sächsischer Datenschutzbeauftragter
Bernhard-von-Lindenau-Platz 1
01067 Dresden
Tel.: 0351/493-5401*

Will your data be sent to a third country?

We do not send your applicant data to third countries.

Are you obligated to provide your data?

In order to be able to consider your application, we require you to provide the personal data necessary for the decision on the justification of the employment relationship.

To what extent do automated individual case decisions or measures for profiling take place?

We do not use purely automated processing processes to achieve a decision.

Application for an internship position

Which personal data do we collect and where does it originate?

In the course of the application process we process the following personal data:

- *Your master data (such as first name, last name, date of birth)*
- *Work Permit/residence permits if applicable*
- *Contact details (e.g. private address, (mobile) phone number, e-mail address),*
- *Skill-data from the CV (e.g. special knowledge and skills, qualifications)*
- *Further data from the application documents (e.g. professional experience, certificates)*
- *Internship period*
- *About the application form (indication of the school/university, until when the school/university is visited, whether relatives are employed in the company, information on the internship)*

Your personal data will be collected directly from you in the context of the recruitment process, in particular from the application documents, the job interview and from the application form for the internship.

Application for a summer job

Which personal data do we collect and where does it originate?

In the course of the application process we process the following personal data:

- *Your master data (such as first name, surname, birth name, date of birth, birthplace)*
- *Work Permit/residence permits if applicable*
- *Contact details (e.g. private address, (mobile) phone number, e-mail address),*
- *Skill-data from the CV (e.g. special knowledge and skills, qualifications)*
- *Further data from the application documents (e.g. professional experience, certificates)*
- *Vacation work period*
- *About the application form (marital status, information about the school/university, until when the school/university is visited, whether relatives are employed in the company, whether an equal employment relationship is exercised this year)*

Your personal data will be collected directly from you in the context of the recruitment process, in particular from the application documents, the job interview and from the application form for vacation work.