



Data Protection

Information for data processing according to Articles 13 and 14 of the General Data Protection Regulation (GDPR)

Protecting your privacy when processing personal information is very important to us. We process your personal data in accordance with the General Data Protection Regulation and in accordance with the Federal Data Protection Act (BDSG) and the country-specific data protection regulations applicable to our company. With this privacy policy we would like to inform you comprehensively about the nature, extent and purpose of the personal data collected, used and processed by us and the data protection claims and rights to which you are entitled.

1 Responsible for the data protection

(1) Responsible according to the General Data Protection Regulation (GDPR) is:

Company: S&K Anlagentechnik GmbH
Street: Hohenkräher Brühl 5
Town: 78259 Mühlhausen-Ehingen (Germany)
Phone: +49 7733 94810
Fax: +49 7733 948140
E-Mail: info@sundk.de

Our data protection officer can be reached at datenschutz@sundk.de or via our postal address with the addition " the data protection officer" .

2 Nature and source of processed personal data

(1) We process the data that we receive from you as part of your application. This includes the following personal data:

- Title, first name, surname, date of birth
- Address
- Contact details (E-Mail address, telephone number, fax)
- Certificates and credentials
- Curriculum Vitae
- Letter of motivation



3 Purposes and legal basis of data processing

(1) Your application data will be processed exclusively for the purpose of processing the application procedure. The processing can also be done electronically if you send us your application documents electronically (e.g. via our homepage).

4 Who processes your data?

(1) Your personal data are accessible to the personnel managers and in individual cases made available to the responsible team leaders of S&K Anlagentechnik GmbH.

(2) Furthermore, in the case of legal obligation or legal action, courts and authorities as well as external auditors may be recipients of your data.

5 When and how long do we save your data?

(1) When concluding an employment contract with you, we save your application documents for the purpose of processing the employment relationship. In doing so, we always observe the applicable regulations.

(2) If no contract of employment is concluded, and if the cancellation does not conflict with any other justified interests, we will delete the submitted application data three months after the announcement of the rejection decision. Other legitimate interest may be e.g. from a burden of proof in proceedings under the General Equal Treatment Act (AGG).

(3) If you are interested in our keeping your application data (to offer you alternative vacancies if necessary), you can prevent the deletion by actively sending us your consent to the storage. You can revoke this consent at any time.

(4) Furthermore, if we cannot offer you employment at short notice but are considering employment at a later date, we will obtain your consent to the longer term storage of your application (up to a maximum of one year).

Legal basis for the storage is then your consent. You can revoke this consent at any time.

6 Your privacy rights

In accordance with the provisions of data protection law, you have the right to information, correction, deletion, limitation of the processing of your stored data, a right of objection to the processing as well as a right of data portability and complaint.

Right to information

(1) You can ask us for information as to whether and to what extent we process your data.

Right of correction

(2) If we process your data which are incomplete or incorrect, you can request their correction or completion by us at any time.

Right of deletion



(3) You may request the deletion of your data from us if we process them improperly or the processing disproportionately interferes with your legitimate interests. Please note, however, that there may be grounds for opposing immediate deletion, e.g. in the case of legally regulated storage requirements.

Right to restriction of processing

(4) You may ask us to restrict the processing of your data if

- you contest the accuracy of the data for a period enabling us to verify the accuracy of the data
- the processing is unlawful and you oppose the deletion of the data and request the restriction of their use instead
- we no longer need the data for its intended purpose but you require the data for the establishment, exercise or defence of legal claims
- you objected to the processing of the data pursuant to Art. 21 (1) GDPR.

Right to data portability

(5) You have the right to receive the data, which you have provided, in a structured, commonly used and machine-readable format and have the right to transmit that data to another without hindrance provided that

- we process this data based on a revocable consent given by you or for the performance of a contract between us, and
- the processing is carried out by automated means.

Right to object

(6) Since we process your data for legitimate interest, you can object to this data processing at any time for reasons that arise from your particular situation. We will then no longer process your data unless we can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the purpose of enforcing, pursuing or defending legal claims.

Right to revoke a data protection consent

(7) You can revoke your consent to the processing of your data at any time without giving reasons.

Right of appeal

(8) If you believe that we violate German or European data protection laws when processing your data, please contact us at the E-Mail datenschutz@sundk.de to clarify questions.

(9) You also have the right, of course, to contact the responsible supervisory authority, the respective regional authorities for data protection supervision. Contact details of the Data Protection Authority can be found at <https://www.baden-wuerttemberg.datenschutz.de/beschwerdeformular/>.



7 With whom can you assert your rights?

(1) If you wish to assert one of the mentioned rights against us, please contact our data protection officer at the e-mail address datenschutz@sundk.de. If in doubt, we may request additional information to confirm your identity. This is to protect your rights and privacy.

8 Are you obligated to providing your information?

(1) The processing of your personal data is necessary for the examination and assessment of your application and for the conclusion of a contract of employment.

9 Do we submit personal data to a third country?

(1) In principle, we do not transfer any personal data to a third country. Should a transmission be necessary on an individual basis, it shall only take place on the basis of a decision by the European Commission on appropriateness, standard contractual clauses, appropriate guarantees or your express consent. In addition, transfer of personal data to a third country may be required if data is exchanged with you as an applicant during the application and you yourself are in the third country.