



# Privacy Policy

## Information on Data Processing Pursuant to Articles 13 and 14 of the General Data Protection Regulation (GDPR)

Protecting your privacy when processing personal data is very important to us. We process personal data in accordance with the General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG), and state-specific data protection regulations. With this Privacy Policy, we aim to provide you with comprehensive information about the nature, scope, and purpose of the personal data we collect, use, and process, as well as the data protection rights and entitlements to which you are entitled.

### 1 Data Controller

The controller within the meaning of the General Data Protection Regulation (pursuant to Art. 4(7) GDPR) is: Company: S&K Anlagentechnik GmbH  
Street: Hohenkräher Brühl 5  
City: 78259 Mühlhausen-Ehingen (Germany)  
Phone: +49 7733 94810  
Fax: +49 7733 948140  
Email: [info@sundk.de](mailto:info@sundk.de)

### 2 Contact Information for Our Data Protection Officer

vimopro GmbH  
Phone: 07721 69811 51  
Email: [datenschutz@vimopro.de](mailto:datenschutz@vimopro.de)

### 3 Type and Source of Processed Personal Data

We process personal data that we receive from you by mail or email when you contact us or submit an application. If you apply through an online portal we use, such as XING or LinkedIn, your application is transmitted to us via that service. In this case, joint responsibility under the GDPR applies. This includes the following personal data:

- Title, first name, last name, date of birth
- Address
- Contact information (email address, phone number, fax)
- Certificates
- Resume
- Cover letter



## **4 Purposes and Legal Basis for Data Processing**

Your application data will be processed solely for the purpose of handling the application process. Processing may be carried out electronically if you have submitted your application documents to us electronically (e.g., via our website).

## **5 Who processes your data?**

Your personal data is accessible to HR managers and, in specific cases, is made available to the responsible team leaders at S&K Anlagentechnik GmbH.

Your personal data is processed on our behalf based on data processing agreements pursuant to Article 28 of the GDPR. In these cases, we ensure that the processing of personal data complies with the provisions of the GDPR. The categories of recipients in this case are Internet service providers as well as providers and service providers of IT systems or software , for example:

- Microsoft Ireland Operations, Ltd. (for applications submitted via email).

In addition, in the event of a legal obligation or in the context of legal proceedings, courts, government agencies, and external auditors may be recipients of your data.

## **6 When and for how long do we store your data?**

(1) If we enter into an employment contract with you, we will store your application documents for the purpose of administering the employment relationship. In doing so, we always comply with applicable regulations.

(2) If no employment contract is concluded, we will delete the application data you submitted three months after notifying you of the rejection decision, provided that no other legitimate interests preclude such deletion. Other legitimate interests may arise, for example, from a duty to provide evidence in proceedings under the General Equal Treatment Act (AGG).

(3) If you would like us to retain your application information (so that we can offer you alternative positions, if applicable), you can prevent its deletion by actively giving us your consent to store it. You may revoke this consent at any time.

(4) If we are unable to offer you a position at this time but are considering hiring you at a later date, we will ask for your consent to retain your application materials for a longer period (up to one year, however). The legal basis for this retention is then your consent. You may revoke this consent at any time.

## **7 Your Data Protection Rights**

Under data protection regulations, you have the right to access, correct, or delete your stored data, to restrict its processing, to object to its processing, and to data portability, as well as the right to file a complaint at any time.

### **7.1 Right of Access**

You may request information from us regarding whether and to what extent we process your data.



## **7.2 Right to Rectification**

If we process your data in an incomplete or inaccurate manner, you may request the rectification or completion of your data at any time.

## **7.3 Right to Erasure**

You may request that we delete your data if we are processing it unlawfully or if the processing disproportionately infringes upon your legitimate interests. Please note, however, that there may still be reasons that preclude immediate deletion, such as legally mandated retention requirements.

## **7.4 Right to Restriction of Processing**

You may request that we restrict the processing of your data if

- you contest the accuracy of the data, for a period that allows us to verify the accuracy of the data,
- The processing of the data is unlawful, but you object to its erasure and instead request a restriction on the use of the data,
- we no longer need the data for the intended purpose, but you still need it to assert or defend legal claims, or
- you have objected to the processing of the data pursuant to Article 21(1) of the GDPR.

## **7.5 Right to Data Portability**

You may request that we provide you with the data you have provided to us in a structured, commonly used, and machine-readable format, and that you be able to transmit this data to another data controller without hindrance from us, provided that

- we process this data based on your revocable consent or to fulfill a contract between us, and
- this processing is carried out using automated means.

## **7.6 Right to Object**

Since we process your data based on a legitimate interest, you may object to this data processing at any time for reasons arising from your particular situation. We will then no longer process your data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights, and freedoms, or the processing is necessary for the establishment, exercise, or defense of legal claims.

## **7.7 Right to Withdraw Consent Under Data Protection Law**

You may withdraw any consent you have given us to process your data at any time without providing a reason.

## **7.8 Right to File a Complaint**

If you believe that we have violated European data protection law (GDPR) or the Federal Data Protection Act in the processing of your data, please contact us at [datenschutz@vimopro.de](mailto:datenschutz@vimopro.de) to clarify any questions.

Of course, you have the right to file a complaint with the data protection supervisory authority regarding our processing of your personal data. You can find the contact information for the data protection authority at <https://www.baden-wuerttemberg.datenschutz.de/beschwerdeformular/>.



## **8 To whom can you assert your rights?**

If you wish to exercise any of the aforementioned rights with us, please contact our Data Protection Officer at [datenschutz@vimopro.de](mailto:datenschutz@vimopro.de) .

If necessary, we may request additional information to verify your identity. This is to protect your rights and your privacy

## **9 Are you required to provide your personal data?**

The processing of your personal data is necessary for the review and evaluation of your application and for the possible conclusion of an employment contract.

## **10 Do we transfer personal data to a third country?**

Data may be transferred to a third country if you submit your application to us via email. We use Microsoft 365 services to receive emails. When your application documents are transmitted, they may be transferred to a third country outside the EU or the EEA due to Microsoft's globally distributed data centers. Microsoft implements and maintains the security measures set forth in the 2021 Standard Contractual Clauses to protect personal data within the scope of the GDPR.

Customer data, Professional Services data, and personal data that Microsoft processes on behalf of the customer may only be transferred to, stored, and processed at a specific geographic location in accordance with the provisions of the DPA and the prescribed security measures.

All transfers of customer data, Professional Services data, and personal data from the European Union, the European Economic Area, the United Kingdom, and Switzerland for the purpose of providing the products and services are subject to the terms of the 2021 Standard Contractual Clauses implemented by Microsoft.

In addition, Microsoft is certified under the EU-U.S. Data Privacy Framework (Adequacy Decision with the U.S.) and the associated obligations.

In addition, personal data may be transferred to countries outside the EEA (European Economic Area) or to an international organization when using meeting platforms.

## **11 Automated Decision-Making**

Since the decision regarding your application is not based solely on automated processing, no automated decision-making takes place in individual cases within the meaning of Article 22 of the GDPR.