

## Information Sheet for the Processing of Applicant Data

This Information Sheet is to inform you about the processing of your personal data by Rosenberger-OSI GmbH & Co. OHG and the rights granted to you under data protection law.

### 1. Who is the data processing controller and who is the data protection officer?

The data processing controller is:

Rosenberger-OSI GmbH & Co. OHG  
Endoferstraße 6  
86167 Augsburg  
Phone +49 821-24924-0  
Fax + 49 821-24924-29  
[info-osi@rosenberger.com](mailto:info-osi@rosenberger.com)

Contact details of the data protection officer:

Rosenberger-OSI GmbH & Co. OHG  
Endoferstraße 6  
86167 Augsburg  
Attn: The data protection officer  
[datenschutz@rosenberger.com](mailto:datenschutz@rosenberger.com)  
Phone +49 821-24924-0

### 2. What personal data do we collect and where does it come from?

We process the following personal data as part of the application process:

- Your master data (such as first name, last name, name affixes, date of birth)
- If applicable, work permit / residence permit
- Contact data (such as home address, (mobile) telephone number, email address)
- Skill data (e.g., special knowledge and skills, attached certificates)
- If relevant for the advertised position: medical suitability
- Notice periods or proposed remuneration, if indicated

Your personal data will generally be collected directly from you within the scope of the application process, in particular from your application documents and the job interview.

### **3. For what purposes and on what legal basis is my data processed?**

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR) and the Bundesdatenschutzgesetz [BDSG, German Federal Data Protection Act].

First and foremost, data processing serves to establish the employment relationship. The primary legal basis for this is Art. 88 (1) GDPR in conjunction with Sec. 26 (1) BDSG.

Your data will be processed exclusively to fill the specific job position you have applied for.

In addition, the processing of health data for the assessment of your ability to work may be required pursuant to Art. 9 (2) lit. h) in conjunction with Sec. 22 (1) b) BDSG.

If you would like to be admitted to our application pool in the event of a rejection, we require a declaration of consent from you on this.

If your application is to be considered for other vacancies within the company/group, we require a declaration of consent from you on this.

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

### **4. How long will your data be stored?**

In the case of hiring you, we will transfer your application documents into your personal file. Upon termination of employment, personal data that we are legally obliged to retain will continue to be stored. This occurs on a regular basis as the result of legal obligations to provide proof and retention, which are regulated, inter alia, in the Handelsgesetzbuch [German Commercial Code] and the Abgabenordnung [German Tax Code]. The storage periods are, accordingly, up to ten years. In addition, it may be that personal data is stored for the period in which claims can be asserted against us (statutory limitation period of three or up to thirty years).

In the case of a job offer being declined, your application documents will be anonymised no later than six months after completing the application process, unless you have granted us consent for longer retention (applicant pool). In the case of admission into the applicant pool, your data will be anonymised at the latest after twelve months.

## 5. Who is given access to your data?

Within our company, the only persons and offices (e.g., department, works council, representation of disabled persons) that receive your personal data are those involved in the decision about your employment or, in the case of disability representatives, those that must be included in accordance with statutory regulations.

## 6. What rights can you claim as the data subject?

You have the rights arising from Art. 15 - 22 GDPR:

- Right of access (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to erasure (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to object (Art. 21 GDPR)
- Right to data portability (Art. 20 GDPR)

In these cases please contact the following department:

Rosenberger-OSI GmbH & Co. OHG  
Human Resources  
Endorferstraße 6  
86167 Augsburg  
E-Mail: [career-osi@rosenberger.com](mailto:career-osi@rosenberger.com)  
Phone +49 821-24924-0

## 7. Where can you direct your complaint?

You have the option of addressing a complaint to the data protection officer referred to above or to a data protection supervisory authority. The data protection supervisory authority responsible for us is:

Bavarian Data Protection Authority (BayLDA)  
Promenade 27  
D-91522 Ansbach  
Telephone: +49 (0) 981 53 1300

## **8. Are you required to provide your data?**

In order to be able to consider your application, we require the personal data from you that is necessary for the decision on the employment relationship.

## **9. To what extent do automated individual decisions or profiling measures take place?**

We do not use purely automated processing to make a decision.

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