


Management Manual / IMS	Doc. no.:	Rev.	
Data Protection Information for Applicants according to Art. 13, 14 of the General Data Protection Regulation (GDPR)	FM_DS_004	02	

Since data protection is very important to us, we wish to inform you in the following about how we process your data and about your rights.

1 Who is responsible for data processing?

Tontarra Medizintechnik GmbH

Daimlerstraße 15
78573 Wurmlingen/Germany

Andreas Birk

Data Protection Coordinator
Telephone: +49 7461 965 76-76

Datenschutz@tontarra.de

2 Contact information for the Data Protection Officer

Hilt Evolution

Edmund Hilt

Data Protection Officer
Nelkenstraße 36
71272 Renningen/Germany
Telephone: +49 7159 49647-67

ehilt@hilt-evolution.de

3 Purpose and legal basis of processing

Your personal data are processed according to the provisions of the General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and other relevant data protection regulations. Please see our contract documents, forms, declarations of consent and other information provided to you (for instance on the website or in the business terms and conditions) for further details and amendments to the purpose of processing.

3.1 Consent (point (a) of Art. 6(1) GDPR)

If you have given us your consent for the processing of personal data, your voluntary consent constitutes the legal basis for the processing identified therein. You may withdraw your consent at any time with future effect.


3.2 Performance of contract obligations (point (b) of Art. 6(1) GDPR)

We process your personal data for the purpose of realising the application process. Processing may also be in electronic form. This is the case in particular when you submit your application documents to us electronically, for example by e-mail or using a form on the website.

3.3 Compliance with legal obligations (point (c) of Art. 6(1) GDPR)

We process your personal data when this is required to comply with legal obligations.

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3.4 Legitimate interests pursued by us or by a third party (point (f) of Art. 6(1) GDPR)

We may also use your personal data based on a weighing of interests to protect our legitimate interests or those of third parties.

This is done for the following purposes:

- The restricted storage of your data if erasure, due to the specific type of storage, is impossible or only possible with unreasonably great effort.
- The disclosure of personal data in the course of a due diligence assessment, for example during the sale of a company.
- The enrichment of our data by using or researching data available to the public.
- Internal and external investigations or security audits.
- To protect and realise our domestic authority through corresponding measures (such as video surveillance).

4 Categories of personal data processed by us

The following data are processed:

- Personal data (name, nationality, occupation/industry and similar data)
- Contact information (address, e-mail address, telephone number and similar data)
- Complete application documents (such as CV, certificates, references)
- Social insurance data (such as date and place of birth, name at birth, social insurance number, marital status)
- Payroll data (such as salary, wages, hours worked)

5 Who receives your data?

Within our company, we share your personal data with departments that require these data to fulfil contractual and legal obligations, or to realise our legitimate interests.


6 Transmission of your data to a third country or international organisation

There is no processing of data outside the EU or EEA.

7 How long do we store your data?

When the controller concludes an employment contract with an applicant, the data provided are stored for the purpose of realising the employment relationship under consideration of the applicable legal regulations.

If no employment contract is concluded with the applicant by the controller, the application data are automatically erased six months after they are provided insofar as erasure is not contrary to any other legitimate interests of the controller. Proceedings under the General Equal Treatment Act (AGG) for example constitute other legitimate interests of the controller.

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8 To what extent is automated decision-making performed on a case-by-case basis (including profiling)?

We do not use any fully automated decision-making processes according to Art. 22 GDPR. Should we use these processes on a case-by-case basis, we shall inform you of this separately to the extent required by law.

9 Your data protection rights

You have the right to information according to Art. 15 GDPR, the right to data correction according to Art. 16 GDPR, the right to erasure according to Art. 17 GDPR, the right to restriction of processing according to Art. 18 GDPR and the right to data portability according to Art. 20 GDPR. You also have a right to complain to a data protection supervision authority (Art. 77 GDPR). According to Art. 21 GDPR, you generally have a right to object to the processing of personal data by us. However, this right to object applies only in case of special circumstances relating to your particular situation, and our rights may override your right to object. If you want to assert any of these rights, please contact our Data Protection Coordinator named under no. 1.

10 Extent of your obligations to provide us with your data

You only need to provide the data required for realising the application process and commencing the employment relationship with us, and data that we are obliged to collect by law or entitled to collect to protect our legitimate interests. Insofar as we process your data beyond this extent, you are separately informed that the information is voluntary. Note that you are not obliged to provide the personal data. However, realising the application process would not be possible without providing these data, which could result in refusal to conclude an employment contract.

11 Your right to complain to the applicable supervisory authority

You have the right to lodge a complaint with a supervisory authority (Art. 77 GDPR). The supervisory authority responsible for us is:

The State Officer for Data Protection and Freedom of Information
Königstrasse 10 a
70173 Stuttgart/Germany

I hereby confirm that our information is complete and up to date

5 March 2019

Andreas Birk
Data Protection Coordinator

Date

Name / function

Signature