

Privacy Notice regarding the collection of personal data in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR) for job applicants

The following information provides an overview of how we process your personal data (hereinafter also referred to as 'data') and the rights and entitlements you are entitled to under data protection regulations. The specific data processed and the manner in which it is used depend largely on the respective procedures, processes and IT tools used. We process personal data (Art. 4(2) GDPR) in compliance with the EU General Data Protection Regulation (GDPR) and all other relevant laws:

Name and contact details of the data controller and the company data protection officer(s):

Data controller:

Holzmedia GmbH
Neue Straße 10
71576 Burgstetten
Telephone: +49 7191 3447-0
Email: info@holzmedia.de

Data Protection Officer:

EmEtz GmbH
Email: datenschutz@holzmedia.de

What data we process, why we process your data (purposes of processing) and on what legal basis we do so:

We process personal data in accordance with the EU General Data Protection Regulation (GDPR) and all other relevant laws.

- **You wish to have your application processed (Art. 6(1)(b) GDPR in conjunction with Section 26(1) BDSG)**

The primary purpose of data processing is to establish an employment relationship with you. The categories of personal data processed, which are collected in the context of a potential establishment (application phase) and handling of your application, include in particular your personal details (such as first name, surname, additional names, nationality), contact details (such as home address, (mobile) telephone number, email address), qualification details (certificates, work experience, qualifications) and, where applicable, other data (e.g. criminal record, bank details). In addition, we would like to point out that we process all data that you provide to us as part of your application (by email or post). This may also include special categories of personal data such as health data.

- **You have given your consent (Art. 6(1)(a) GDPR)**

Where we have received your consent to process personal data for specific purposes, the lawfulness of this processing is based on your consent. Consent once given may be withdrawn at any time. Please note that withdrawal takes effect for the future. Processing carried out prior to this withdrawal remains unaffected.

Should we have received your consent to store your application data and documents, these will be stored (usually for 6 months) beyond the actual application process and retained for the purpose of contacting you again in the event of a future job vacancy.

- **In the context of balancing of interests (Art. 6(1)(f) GDPR)**

Where necessary, we also process your data to safeguard the legitimate interests of ourselves or third parties (e.g. public authorities). This applies in particular when considering alternative vacancies within our company, when investigating criminal offences (legal basis: Section 26(1) sentence 2 BDSG) or for

internal communication, ensuring IT security and IT operations (including technical data, log data and protocol data).

To whom is the data disclosed (categories of recipients):

Data processing within the company:

Within our company, your personal data is only received by those persons who require it to fulfil our contractual and legal obligations.

In addition to the persons originally involved in the specific recruitment process (usually HR staff and decision-makers from the relevant departments), we pass on the relevant application documents to several departments not only in the case of unsolicited applications, but also in cases where we are assessing your suitability for other vacant positions based on your qualifications, in order to be able to offer you alternative positions where appropriate.

External contractors and service providers (this also includes data processors):

In addition, we sometimes use various service providers, job application portals and career platforms to fulfil our contractual and legal obligations, within the framework of data processing on our behalf.

Further information

Duration of data storage:

Personal data will be deleted 6 months after the end of the application process, in accordance with Section 61b(1) of the German Labour Court Act (ArbGG) in conjunction with Section 15 of the German General Equal Treatment Act (AGG) (if you consent to being included in the applicant pool, your data will be stored for a maximum of a further 12 months).

Transfer of data to third countries:

Personal data will only be transferred to third countries (countries outside the EU and the European Economic Area (EEA)) or to an international organisation insofar as this is necessary for the initiation of the process, the transfer is required by law, or you have given us your consent, and only in compliance with the data protection requirements prescribed for this purpose.

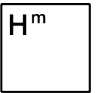
Data subject rights:

You may request information about the data stored about you using the contact details provided above (Art. 15 GDPR). Furthermore, under certain conditions, you may request the rectification or erasure of your data (Art. 16 and 17 GDPR). You have the right to request the restriction of the processing of your personal data (Art. 18 GDPR). In addition, you have the right to receive the data you have provided in a structured, commonly used and machine-readable format (Art. 20 GDPR).

Obligation to provide data:

As part of the application process, you must provide the personal data that is necessary for the application process to be carried out or which we are legally obliged to collect. Without this data, we will not be able to carry out the application process with you.

Right to lodge a complaint:



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You have the option of lodging a complaint with the Data Protection Officer mentioned above or with the relevant data protection supervisory authority.

Right to object:

For legal reasons, we are informing you of your right to object as set out below.

If we process your data to safeguard legitimate interests, you may object to this processing if there are reasons arising from your particular situation that speak against the data processing. We will then no longer process your personal data, unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves to establish, exercise or defend legal claims.