

## Information in accordance with Art. 13 GDPR on the application process

Data protection and the protection of your personal data is a top priority for us. We will inform you below about the processing of your personal data in the application process in our company.

### **Name and address of the responsible person (RP)**

Helmes Apparatebau GmbH & Co. KG, Daimlerstraße 8, 48231 Warendorf  
represented by the management: Michael Halboth, Dr. Benedikt Meier  
Telephone: +49 (0) 2581 / 9703-0, e-mail: [info@helmes-apparate.de](mailto:info@helmes-apparate.de)

HL Anlagentechnik GmbH, Daimlerstraße 8, 48231 Warendorf  
represented by the management: Michael Halboth, Dr. Benedikt Meier  
Telephone: +49 (0) 25 81 / 78 58 20, e-mail: [info@hl-anlagentechnik.de](mailto:info@hl-anlagentechnik.de)

### **Contact details of the data protection officer**

Detlef Breuker, An der Blanken Mühle 17, 49328 Melle  
E-Mail: [info@datenschutz-os.de](mailto:info@datenschutz-os.de)

### **Purposes and legal basis of data processing**

The purpose of collecting your personal data is your application process. We will therefore only use your applicant data for the purpose of processing your application procedure. The legal basis for this data processing results from § 26 BDSG-Neu and Art. 88 GDPR.

### **Storage duration or criteria for determining the duration**

We store your personal data upon receipt of your application. If you are hired, we will store your applicant data for the statutory retention periods after any termination of the relevant employment relationship. If we reject your application, we will store your applicant data for six months after your application has been rejected, unless you give us your consent to store it for longer.

### **Recipients or categories of recipients of the data (if a data transfer takes place)**

As part of the processing, your personal data will be transmitted to the responsible specialized departments or their affiliated subsidiaries. Your data will not be transferred to third parties.

### **Information on the rights of data subjects**

You have the right to obtain from the RP confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to the personal data and the information specified in Art. 15 GDPR.

You have the right to obtain from the RP without undue delay the rectification of inaccurate personal data concerning you and, where applicable, the completion of incomplete personal data (Art. 16 GDPR).

You have the right to obtain from the RP the erasure of personal data concerning you without undue delay where one of the grounds listed in Art. 17 GDPR applies, e.g. if the data is no longer required for the purposes pursued (right to erasure), unless statutory retention or archiving periods prevent this.

You have the right to obtain from the RP restriction of processing where one of the conditions listed in Art. 18 GDPR applies, e.g. if you have objected to processing, for the duration of the review by the RP.

You have the right to request that the personal data concerning you, which you have provided to a RP, be transferred to another RP (Art. 20 GDPR).

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you. The RP will then no longer process the personal data unless the RP demonstrates compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims (Art. 21 GDPR).

You have the right to raise a complaint with a supervisory authority. You can assert this right with a supervisory authority in the member state of your place of residence, your place of work or the place of the alleged infringement.

Before you contact the competent supervisory authority with a complaint, we would ask you to clarify this matter with our data protection officer.

Human resources department