

## **INFORMATION ON GATHERING AND PROCESSING PERSONAL DATA OF APPLICANTS AT WITTUR ELECTRIC DRIVES GMBH (ART. 13 AND 15 OF THE GENERAL DATA PROTECTION REGULATION (GDPR))**

Wittur Electric Drives GmbH places great importance on protecting the personal data of applicants. This information will explain how Wittur Electric Drives GmbH will deal with the personal data of applicants.

### **1. The purpose of data collection**

Wittur Electric Drives GmbH uses personal data from applicants to complete the job placement process. You can apply for positions at Wittur Electric Drives GmbH in writing, by e-mail or online. We assure you that your information will be handled confidentially after receipt by us. The data provided by you is only processed and used for the purpose of selecting applicants.

### **2. Which data is collected?**

We only collect data that is required for application procedures at Wittur Electric Drives GmbH. First, as applicant, your personal data, such as name, address and contact details (e-mail and/or telephone number) will be collected. Data on the position you are applying for is also collected in accordance with regulations. For applications to our company, you must also inform us about your career, and send us a letter along with your certificates and diplomas.

### **3. Application information and data minimisation**

When sending your application, you must ensure that the information sent by you is accurate. Please note that any false declaration or omission is grounds for rejection or subsequent dismissal. We do not require information from you that, in accordance with the General Equality of Treatment Act, cannot be exploited. Please, therefore, do not provide any unnecessary information on illnesses, pregnancy, ethnic origin, political views, philosophical or religious convictions, membership of a union, physical or mental health, sex life, slanderous or defamatory information, or information that has nothing to do with your professional profile. Please do not pass on to us any confidential internal or company secrets from your previous or current employer.

### **4. Who processes the data and to what end?**

The data collected by Wittur Electric Drives GmbH is only processed internally or by external bodies as required to complete the application process, such as server operators, and exclusively for the purposes of processing your application. The external bodies are bound by contractual obligations and data protection regulations for dealing with personal data. If your application is successful, your application data will be processed further by Wittur Electric Drives GmbH if this is necessary for the purposes of your employment contract. If your application is unsuccessful, your application data will be deleted since it is no longer required, but Wittur Electric Drives GmbH reserves the right, as permitted by law, to store your personal data for a specific period, which generally may not exceed six months, to comply with legal provisions, and in particular, to meet the obligations of the General Equality of Treatment Act (AGG). Beyond this period, Wittur Electric Drives GmbH may store the application data you sent to us in our application database if you so wish for future applications and expressly give your consent as per the provisions of the German data protection ordinance.

### **5. Right of access, processing and deletion of your personal data**

You may request, at any time, to view the data submitted to Wittur Electric Drives GmbH by you for the application. Furthermore, if there is a need for correction, you may demand that the data be modified or deleted. You may also, at any time, withdraw your application. If you withdraw your application, your data will be deleted in accordance with the procedure indicated under point 4.

### **6. Data security**

We protect our data with measures for data security that meet current legal provisions on data protection and that employ the state of the art (including firewalls, anti-virus software, intrusion detection software).

### **7. Questions and concerns about data protection**

If you have any questions or concerns about data protection, please contact our data protection officer at Wittur Electric Drives GmbH at the following address: Mr. Steve Vetter – External Data Protection Officer, Schanzenstraße 17, 01097 Dresden, Germany - [steve.vetter@vc-datenschutz.de](mailto:steve.vetter@vc-datenschutz.de)