

# Data protection information for processing applicant data

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## 1. Preliminary remarks

Application documents that are submitted and other data collected during the application process which can be personally identified as belonging to you as the applicant constitute protected personal data within the meaning of Article 4 No. 1 of the European General Data Protection Regulation (EU GDPR).

The collection and processing of your personal data by our company takes place exclusively within the framework of the data protection regulations. In accordance with valid data protection law, your personal data may only be collected, stored, transmitted or used (data processing, Article 4 No. 2 EU GDPR) if this is explicitly provided for by a law or you have provided your valid consent (Article 6 (1) Sentence 2a in conjunction with Article 7 EU GDPR). In particular, processing of your personal data is permitted insofar as this is necessary to make a decision about whether to create an employment relationship or for the implementation or termination of such employment relationship after the creation thereof (Section 26 (1) of the Federal Data Protection Act (BDSG), Article 6 (1) Sentence 2b EU GDPR). The same applies insofar as the processing of the data is necessary to protect the legitimate interests of the controller for other purposes than the employment relationship and there are no grounds to assume that your legitimate interests as the data subject in the suspension of the processing or use outweigh these interests (Article 6 (1) Sentence 2f EU GDPR).

The controller in accordance with Article 4 No. 7 EU GDPR responsible for the data processing procedures which take place during the course of your application process is our company, which

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Am Hafenbahnhof 10  
44147 Dortmund  
Germany  
Phone: +49 231 395797 - 0  
E-mail: [info@dga.de](mailto:info@dga.de)

You are welcome to contact the data protection officer at our company with any matters relating to data protection at any time:

Basalt-Actien-Gesellschaft data protection officer  
Linzhausenstr. 20  
53545 Linz am Rhein  
Germany

Phone: +49 2644 5630

[datenschutz@basalt.de](mailto:datenschutz@basalt.de)

## **2. Data protection rights**

Regarding the personal data concerning you that is processed, you have various data protection rights with regard to the controller. In accordance with Section 34 BDSG, Article 15 EU GDPR, you have the right to obtain information about the data concerning you that is stored, as well as about the origin thereof, recipients or categories of recipients to which the data is transferred and the purpose of the storage.

In addition, in accordance with Section 35 BDSG and Articles 15-18 EU GDPR, you may have the right to the rectification, blocking or erasure of your personal data. In accordance with Section 36 BDSG, Article 21 EU GDPR, you have the right to object to the processing of personal data concerning you at any time. Furthermore, in accordance with Article 20 EU GDPR, you have the right to require the data to be transmitted to another controller.

Finally, in accordance with Article 77 EU GDPR, you have the right to lodge a complaint with the responsible supervisory authority.

## **3. Application for a vacancy that has been advertised**

In order to allow us to include you in the application process for a specific vacancy, standard and complete application documents are required, in which you provide us with information about your profile as an individual and your qualifications. In principle, we only use your application documents for the purpose of making a decision about the specific vacancy for which you clearly specified you would like to apply. In the course of the application process, for this information purpose, further personal data may be collected from you personally, from sources that are generally accessible or from former employers and educators. The legal bases for the processing are Article 6 (1) Sentence 2b EU GDPR and Section 26 (1) BDSG. Should you not be employed as a result of the application process, we shall regularly erase and destroy your applicant data once a period of six months has passed after a definitive notice of rejection by you or our company.

You may include explicit consent in your application documents for your application documents also to be used in application processes for other vacancies that may be applicable. Please provide your explicit consent in your letter of application. We shall understand declarations of such kind to be consent under data protection law within the meaning of Article 7 EU GDPR in the following processing matters: We can then include your application documents in decision-making processes relating to appointment for other vacancies that may be applicable. For this purpose, we may provide selected persons involved in the decision-making process with your applicant data. The legal basis for this data processing is Article 6 (1) Sentence 2 a, b, f EU GDPR, Section 26 (1, 2) BDSG. You may revoke your consent at any time. Please send a clear email to the contact or email address provided in the vacancy notice to revoke your consent.

Should you consent to the processing of your applicant detail to fill other vacancies, we shall regularly erase and destroy your applicant data once a period of one year has passed from withdrawal of the consent that was provided. However, this shall not take place until a period of six months has passed after a definitive notice of rejection by you or our company for all application processes for which your application documents were considered.

Should an application process lead to an appointment, we shall retain your application documents in your HR file insofar as this is necessary on the basis of Article 6 (1) Sentence 2b EU GDPR, Section 26 (1) BDSG in order to obtain information about your profile as an individual and your qualifications for the purposes of implementing the employment relationship. This shall take place of whether you have subsequently revoked any consent that was provided. In such case, your application documents are only erased and destroyed when your employment relationship has been terminated and a period of three years has passed from the end of the year in which this termination took place.

#### **4. Speculative applications**

When you submit a speculative application that does not refer to any particular role in question, we may include your application documents in decision-making processes relating to appointments for all roles that may be applicable. For this purpose, we may provide selected persons involved in the decision-making process with your applicant data.

As soon as your application documents have been considered for an appointment process, we may collect further personal data from you personally, from generally accessible sources or from former employers and educators in order to obtain more detailed information about your profile as an individual and your qualifications.

We shall regularly erase and destroy your applicant data once a period of one year has passed from receipt of your application. However, this shall not take place until a period of six months has passed after a definitive notice of rejection by you or our company for all application processes for which your application documents were considered. Should an application process lead to an appointment, we shall retain your application documents in your HR file insofar as this is necessary on the basis of Article 6 (1) Sentence 2b EU GDPR, Section 26 (1) BDSG in order to obtain information about your profile as an individual and your qualifications for the purposes of implementing the employment relationship. In such case, your application documents are only erased and destroyed when your employment relationship has been terminated and a period of three years has passed from the end of the year in which this termination took place.

You may revoke your consent to this privacy policy at any time. Please send us a message in order to do so.