GET IN TOUCH

RAFI

Information on the Processing of Your Applicant Data of RAFI GmbH & Co. KG and RAFI Eltec GmbH

We are pleased that you are interested in our company and wish to apply or have applied for a position in our organization. The protection of your data is important to us. Therefore, we would like to inform you below in accordance with Art. 13, 14 of the EU General Data Protection Regulation (GDPR) about the processing of your personal data by us and the rights to which you are entitled under the GDPR.

This applicant privacy information applies to the following companies:

- RAFI GmbH & Co. KG
- RAFI Eltec GmbH.

The application process on our website is carried out using software to process the application data from softgarden e-Recruiting GmbH, Tauentzienstr. 14, 10789 Berlin, Germany ("softgarden"). softgarden processes the data on our behalf in accordance with Article 28 of the GDPR.

1. Who is responsible for data processing and who is the data protection officer?

The responsible party for data processing is the RAFI company to which you apply or which has advertised the vacant position (you will find the details in the respective job advertisement). If you apply to both RAFI companies, they are also data controllers in the context of the respective application procedure. The name and contact details of the respective responsible persons are:

- RAFI GmbH & Co. KG, Ravensburger Str. 128 - 134, 88276 Berg, Germany
  Tel.: +49 751 89-0, Fax: +49 751 89-1300, E-Mail: info.headquarters@rafi-group.com
- RAFI Eltec GmbH, Im Langaecker 1, 88662 Ueberlingen, Germany
  Tel.: +49 7551 8000-0, Fax: +49 7551 8000-57, E-Mail: info.eltec@rafi-group.com

You can reach our **data protection officer**, Ioannis Dimas, c/o ETES GmbH, at the address Talstrasse 106, 70188 Stuttgart, Germany, or at the e-mail address datenschutz@rafi-group.com.

For further information about our companies, please contact us or visit our website at: www.rafi-group.com.

2. What categories of data do we process and where do they come from?

The categories of personal data include, in particular, your master data (such as title, first name, last name), contact data (such as private address, (mobile) phone number, e-mail address), for applicants under 16 years of age, the master and contact data (name, address, phone) of the legal representatives, application documents (e.g. cover letter and resume including details on education, school and professional career, certificates) and other information such as your earliest possible starting date, your salary expectations, current salary structure and information on previous employment (possibly information on wages and salaries). Under certain circumstances, we may also process your bank data, for example, to reimburse your travel expenses incurred for job interviews.

Generally, your personal data is provided directly by yourself in the form of application documents and/or collected and sent to us via our online applicant management tool. In the further application process, further personal information may be collected from a telephone and/or video interview or personal job interview.

In addition, we process personal data that we have permissibly obtained from publicly available sources (e.g., from job portals and professional networks). In addition, we may have received data from third parties (e.g., job placement agencies, personnel consultants).

3. For what purposes and on what legal basis is data processed?

We process your personal data in compliance with the provisions of the GDPR and the German Federal Data Protection Act (BDSG) as well as all other relevant laws (e.g., Works Constitution Act (BetrVG), General Equal Treatment Act (AGG), etc.).

The data processing serves to process your application, i.e., in particular to communicate with you, to conduct interviews, to assess your skills and qualifications, to check your suitability for our position or, if applicable, for other eligible vacancies in our company, insofar as this is necessary for the decision on the establishment of an employment relationship with us. The primary legal basis for this is Article 88 (1) GDPR in conjunction with Section 26 (1) German Federal Data Protection Act (BDSG) and, if applicable, Article 6 (1) subpar. 1 letter b GDPR.

As special categories of personal data pursuant to Art. 9 (1) GDPR, we may process the indication of severe disability in the context of personnel selection. This is additionally done on the basis of Art. 9 (2) b GDPR, Art. 88 (1) GDPR in conjunction with Section 26 (3) German Federal Data Protection Act (BDSG).

In addition, your separate consents pursuant to Article 6 (1) (1) (a), Article 7 GDPR and Article 88 (1) GDPR in conjunction with Section 26 (2) German Federal Data Protection Act (BDSG) may be used as a data protection permission provision.

We also process your data in order to be able to fulfill our legal obligations, in particular in the area of the General Law on Equal Treatment (AGG). This is done on the basis of Art. 88 (1) GDPR in conjunction with Section 26 German Federal Data Protection Act (BDSG) and, if applicable, Art. 6 (1) subpar. 1 letter c GDPR. For example, due to the European anti-terrorism regulations 2580/2001 and 881/2002, we are obliged to check your data against the so-called "EU terror lists" to ensure that no funds or other economic resources are made available for terrorist purposes.

Where necessary, we also process your data on the basis of Art. 6 (1) subpar. 1 letter f GDPR in order to protect legitimate interests of ours. This is the case, for example, if the data should be necessary to defend asserted legal claims against us arising from the application process. Our legitimate interest is, for example, the duty to provide evidence in proceedings under the General Equal Treatment Act (AGG). In the corporate group, our legitimate interests also include purposes of Group management, internal communication, and other administrative purposes. You can request further information on the balancing test using the contact information above.

If an employment relationship is established between you and us, we may, in accordance with Art. 88 (1) GDPR in conjunction with Section 26 (1) German Federal Data Protection Act (BDSG), further process the personal data already received from you as part of the application process for the purposes of the employment relationship, insofar as this is necessary for the implementation or termination of the employment relationship or for the exercise or fulfillment of the rights and obligations of the employee representative body resulting from a law or a collective agreement, a works or service agreement (collective agreement).

4. Who receives your data?

Within our company, only those persons and departments will receive personal data from you that require the data for the proper conduct of the application process, e.g. the works council, the supervisor or department head, the human resources manager and, if applicable, other personnel decision-makers for the respective open position in our company, and, if you have (voluntarily) indicated that you are a severely disabled person, also the representative for employees with disabilities.

The processors we use may also receive data for the aforementioned purposes. They have been carefully selected and commissioned by us, are bound by our instructions, and are regularly monitored. The (categories of) recipient(s) who process data on our behalf will be provided by us on request. If you use our online applicant management tool, your data will be processed by our service provider softgarden e-recruiting GmbH, Tauentzienstr. 14, 10789 Berlin on our behalf.

We do not otherwise transfer your data to third parties without your consent. In a few exceptional cases, it may be necessary to pass on personal data to external bodies, such as public bodies (authorities and offices, etc.).

5. Will your data be transferred to a third country?

We do not intend to transfer your data to recipients in so-called third countries, i.e., countries outside the European Union (EU) or the European Economic Area (EEA) or to international organizations.

6. How long will your data be stored?

We delete your personal data as soon as they are no longer required for the purposes stated above. In the event of non-employment, we will delete your data no later than six months after the end of the application process or rejection by us or withdrawal of the application by you, whichever is earlier, unless longer storage is necessary for the defense of legal claims. If you give us your consent to store your data for a longer period, we will include your data in our talent pool in order to inform you at a later date about a possibly suitable position in our company. We will write to you after 12 months to ask whether you would still like to be part of the talent pool. If a new application process takes place during this period, this may lead to an extension of the storage period as described above for the application process. Furthermore, we may store your personal data for as long as we are required to do so by law.

7. What data protection rights can you assert as a data subject?

With regard to the processing of personal data concerning you, you are entitled to the following rights against us under the legal conditions:

- Right to information about the data stored about you in accordance with Art. 15 GDPR;
- Right to correction or deletion of your data under the conditions of Art. 16 and Art. 17 GDPR;
- Right to restrict the processing of your data according to Art. 18 GDPR;
- Right according to Art. 20 GDPR to have the data provided by you handed over in a structured, common, and machine-readable format and to have this data transferred to another responsible party (right to data portability), provided that the further prerequisites of Art. 20 GDPR are met;
- Right to revoke at any time any consent granted to us under data protection law pursuant to Art. 7 (3) GDPR. The lawfulness of the processing carried out on the basis of the consent until the revocation remains unaffected. A request for deletion is equivalent to the aforementioned revocation.

Right of Objection

If we process your data to protect legitimate interests pursuant to Art. 6 (1) subpar. 1 letter f GDPR, you may object to this processing on grounds arising from your particular situation pursuant to Art. 21 GDPR. We will then no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

You can find detailed information about your rights here under the section "Your data subject rights".
To assert your rights, please contact us or our data protection officer using the contact details listed in section 1.

8. Where can you file a complaint?

You have the possibility to address a complaint to the data protection officer mentioned above or to a data protection supervisory authority according to Art. 77 GDPR.

The data protection supervisory authority responsible for us is:
LfDI Baden-Wuerttemberg, P.O. Box 10 29 32, 70025 Stuttgart, Germany
or Heilbronner Strasse 35, 70191 Stuttgart, Germany.

9. Are you obliged to provide your data?

As part of your application, we require those personal data from you that are necessary to carry out the application process. Without this data, we will not be able to carry out the application process and, if applicable, conclude an employment contract with you. However, we do not require any information from you as part of your application that is not usable under the General Equal Treatment Act.
In cases of data collection based on consent, the provision of data by you is voluntary and not mandatory.

10. To what extent do automated individual case decisions or profiling measures take place?

Automated individual case decisions or profiling measures do not take place.