

## **Information requirements/ data protection notices for applicants**

### **Person responsible for data processing**

H2O Ltd.  
Meadow road 32  
79585 Steinen  
Tel: +49 (0) 7627 9239 - 0  
Mail: info@h2o-de.com

Local Court Freiburg i. Br., HRB 413631  
VAT ID DE 812 643 939

Managing Director  
Mr. Matthias Fickenscher

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

Michaela Helbig  
Helbig Data Protection GmbH  
Bräunleinsberg 51  
91233 Neunkirchen a.S.  
Phone: +49 (0)9123 70275-0  
Mail: michaela.helbig@helbig-datenschutz.de

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

The personal applicant data is processed for the purpose of establishing the employment relationship. This also includes compliance with legally prescribed processing and legal obligations of the data controller.

The legal bases result from Art. 6 DSGVO, in particular Art. 6 Para. 1 No. a (consent) as well as the new §26 BDSG (data processing for purposes of the employment relationship). Further essential legal bases result from the legally relevant requirements as well as contractual regulations and internal guidelines/regulations of H2O GmbH.

### **Type of data processed:**

As part of the decision to establish an employment relationship (application procedure/process), we process the data that you send or communicate to us as part of your application.

These are in particular:

- Master data
- Resume
- Photo
- Credentials and qualifications and certificates
- other information provided or given to us during the application process

### **Sources of personal data within the scope of applicant management**

Your personal data is usually provided or transmitted to us directly by you via e-mail or post. There is also the possibility that we receive your personal data including application documents via temporary employment agencies, online job portals, job agencies and headhunters.

### **Processing is necessary to protect the legitimate interests of the controller or a third party**

Where necessary, we process your data beyond the actual performance of the contract to protect legitimate interests of us or third parties. These include:

- Applicant Management
- assertion of legal claims and defense in legal disputes
- Measures for building and facility security (e.g., access controls) and for safeguarding house rights

### **Categories of recipients of the personal data (data transfer)**

Within Germany, the European Union and the European Economic Area:

- affiliated companies
- government agencies for the fulfillment of legal obligations and for requested certifications
- Processor

### **Third country incl. adequacy decision**

Data will not be transferred to a third country.

### **Storage duration**

The respective purposes result from legal requirements as well as from relevant industry-specific regulations. The personal data is deleted after the purpose has been achieved.

### **Data subject rights**

You can exercise your rights at any time via the above contact details. If personal data is processed by you, you are a data subject within the meaning of the GDPR and you have the following rights against the controller:

Information on the rights of the data subjects

- Right to information about your personal data stored by us
- Right to rectify your personal data if it is incorrect, not in compliance with the law or out of date
- Right to erasure of your personal data if one of the reasons listed in Art. 17 DSGVO applies
- Right to restrict the processing of your personal data if one of the conditions listed in Art. 18 DSGVO is met
- Right to object
- Right of appeal to the competent supervisory authority

In Baden-Württemberg, the responsible supervisory authority is:

The State Commissioner for Data Protection and Freedom of Information

Home address:

Königstrasse 10 a

70173 Stuttgart

Tel.: 0711/615541-0

Postal address:

PO Box 10 29 32

70025 Stuttgart

E-mail: [poststelle@lfdi.bwl.de](mailto:poststelle@lfdi.bwl.de)

Insofar as you have given us consent to process personal data for specific purposes (e.g. inclusion of applicant pool), the lawfulness of this processing is based on your consent.

Consent given can be revoked at any time. This also applies to the revocation of declarations of consent given to us prior to the application of the GDPR, i.e. prior to May 25, 2018.

Please note that the revocation is only effective for the future. Processing that took place before the revocation is not affected.

**Provision of personal data**

As part of the application process, you only have to provide the personal data that is required for the establishment of the employment relationship or that we are legally obligated to collect. Without this data, we will generally not be able to carry out the employment relationship.

**Change of the privacy policy****Change of purpose**

We reserve the right to change this data protection declaration in compliance with data protection law. The current version can be found under the privacy policy on our website <https://www.h2o-de.com/de/datenschutz>. In addition, you can request the current version at any time via the above contact details. If we intend to process your data for purposes other than those for which they were collected, we will notify you in advance in compliance with the statutory provisions.

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