

Privacy statement for applicants

Dear applicant,

We herewith inform you about the processing of your personal data in connection with your application sent to us.

Controller

Processing of your personal data is the responsibility of

SMB International GmbH
Friedrich-List-Str. 3-7
25451 Quickborn
GERMANY

Email:

You can contact our Data Protection Officer at the above postal address, with the addition “An den Datenschutzbeauftragten” (“To the Data Protection Officer”) or by emailing wengler@mba-instruments.de or <mailto:info@smb-group.de>.

Data processing

We process all personal data that we receive from you in the context of the application procedure. These are master data (such as name, address, telephone numbers and email address, gender, date of birth, marital status, etc.), data about your school education, data about your previous employment relationships, data about your extra-professional interests, your application photo and other data that you provide us voluntarily.

Purposes and legal bases of data processing

We process your data for our own purposes in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG-new).

Art. 88 GDPR, Art. 26 (1) BDSG (new) form the basis for the processing of data for the purpose of deciding on the establishment, for the establishment and for the execution of employment relationships. In addition, the relevant legal basis for processing for the initiation of contractual relationships is Art. 6 (1) lit. b GDPR, for the protection of legitimate interests Art. 6 (1) lit. f GDPR or based on consent Art. 6 (1) lit. a DSGVO. The legal basis for the reimbursement of expenses is Art. 6 (1) lit. c, f GDPR.

A legitimate interest applies, for example, in the following cases:

After an employment contract has been concluded, data are stored in the personal file of the data subject. These data serve as the basis for the later professional development of the data subject (e.g. identification of further training/development possibilities/needs, possibilities for promotion depending on existing qualifications, etc.).

After an employment contract has been concluded, the data are stored in the personal file of the data subject also for the purpose of controlling abuse.

Categories of recipients of personal data

Within our company, only those people/departments that are entrusted with the preparation and implementation of the application process will receive your data. Service providers

employed by us and acting on our behalf (“processors” within the meaning of Art. 28 GDPR) may also process data for these purposes. We use service providers to host our website, our emails and our contacts, as well as IT service providers.

If you apply for jobs in other companies of our Group, we will transfer your data to this company for the purposes described above.

Should your application be of interest to another company of our Group with which you have not applied, we will ask you whether we may forward your application to that company.

Duration of data storage

As a general rule, we delete or anonymize your data as soon as they are no longer required for the above-mentioned purposes, unless temporary storage is still necessary. We process and store your personal data for the duration of the application process. If the application procedure leads to an employment relationship, your data will be transferred to the personnel file and stored there for the duration of the employment relationship. If the application does not lead to an employment contract, the data will be deleted or anonymized no later than three months after receipt of the negative vote. This does not apply if the processing and storage of your personal data is necessary for the assertion, exercise or defense of legal claims.

In individual cases, individual data may be stored for a longer period (e.g. travel expense settlement). The duration of the storage then depends on the legal storage obligations, e.g. from the Tax Code (6 years) or the Commercial Code (10 years). Finally, the storage period is also assessed according to the statutory limitation periods, which regularly amount to three years.

If your application does not lead to an employment relationship but is still of interest to us, we will ask you whether we may keep your application for future vacancies.

Transfer to third countries

Data will not be transferred to third countries.

Rights of data subjects

Within the framework of the applicable legal provisions, you have the right to obtain information free of charge at any time about your stored personal data, their origin and recipients and the purpose of the data processing and, if applicable, a right to have these data rectified, blocked or erased.

You may also have a right to restrict the processing of your data and a right to receive the personal data you have provided in a structured, commonly used and machine-readable format.

If you have given us permission to process your personal data for specific purposes, you may revoke your consent at any time with effect for the future.

If we process your data to protect legitimate interests, you may object to this processing on grounds relating to your particular situation.

You additionally have the right to lodge a complaint with a data protection supervisory authority. The competent authority is the Unabhängiges Landeszentrum für Datenschutz Schleswig-Holstein (ULD).

No obligation to provide data

There is no legal or contractual obligation to provide data. In the context of your application, you should provide only those personal data which are necessary for the acceptance and

execution of the application. Without these data, however, we will have to reject your inclusion in the application process.