

# Information requirements/ data protection notices for applicants

## Controller

### Girsberger Gruppe\*

represented by

Girsberger Holding AG  
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[www.girsberger.com](http://www.girsberger.com)

Commercial register: Kanton Bern CHE-103.528.019  
Managing director: Danielle Quaile

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[www.girsberger.com](http://www.girsberger.com)

Commercial register: Amtsgericht Freiburg HRB 270012  
Managing director: Henning Schweizer, Michael Girsberger

## Contact details of the data protection officer

Harald Helbig  
Helbig Datenschutz GmbH  
Bräunleinsberg 51  
DE-91233 Neunkirchen a.S.  
Phone: +49 (0)9123 70275-0  
E-Mail: [harald.helbig@helbig-datenschutz.de](mailto:harald.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 controller.

The legal bases result from Art. 6 GDPR, in particular Art. 6 para. 1 item a (consent) as well as §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 the controller.

## 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 provide to us as part of your application.

These are in particular:

- Master data
- CV
- Photo
- Certificates and qualifications as well as attestations
- Other information provided or given to us during the application process

## Sources of personal data in the context of applicant management

Your personal information is usually provided or submitted to us directly by you via email or regular mail.

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 the 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 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 statements
- processors

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

Transfers of personal data within the Girsberger Group to Switzerland take place. An adequate level of data protection has been established by the EU Commission in a formal decision for Switzerland (2000/518/EC).

## **Storage period**

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

## **Data subject rights**

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

Information on the rights of data subjects

- Right to information about the personal data we have stored about you
- 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 conditions in Art. 17 GDPR applies
- Right to restrict the processing of your personal data if one of the conditions listed in Art. 18 GDPR is met
- Right to object
- Right to lodge a complaint with the competent supervisory authority

In Baden-Württemberg, the competent supervisory authority is:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit

Home address:

Königstrasse 10 a  
DE-70173 Stuttgart

Phone: +49 (0)711/615541-0

Postal address:

Postfach 10 29 32  
DE-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 in the recruiter pool), the lawfulness of this processing is based on your consent.

Any consent given can be revoked at any time. This also applies to the revocation of declarations of consent given to us before the GDPR came into force, i.e., before May 25, 2018.

Please note that the revocation only takes effect 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 need to provide the personal data that is required for the establishment of the employment relationship or that we are legally obliged to collect. Without this data, we will generally not be able to carry out the employment relationship.

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

We reserve the right to change this data protection notice in compliance with data protection law. The current version can be found on our website at <https://girsberger.com/de/rechtliches/datenschutz/>. In addition, you can request the current version at any time using the above contact details.

If we intend to process your data for purposes other than those for which it was collected, we will notify you in advance in compliance with the legal provisions.

Status 08.2023