

# Transparency and Information Obligations for Applicants to Zapf Creation AG

in accordance with the EU General Data Protection Act  
(EU-GDPR)

With this document, we inform you of how Zapf Creation AG processes your personal data and of your rights under data protection law.

## **Controller / Data protection**

### Address:

Zapf Creation AG  
Mönchrödener Str. 13  
96472 Rödental

### Contact Information:

Telephone: +49 9563 725-0  
Fax: +49 9563 725-116  
Email: [info@zapf-creation.com](mailto:info@zapf-creation.com)  
Website: [www.zapf-creation.com](http://www.zapf-creation.com)

### Data protection contact:

[Datenschutz@zapf-creation.de](mailto:Datenschutz@zapf-creation.de)

## **Categories / Data sources**

We process the following personal data as part of the application process:

- Your master data (last name, first name, name affixes, date of birth)
- Contact details (address, phone number, email address)
- Certificates
- CV

We generally collect your personal data directly from you during the application process. As an exception, your personal data may also be collected by other bodies in specific constellations, e.g. from job agencies or the Federal Employment Agency.

In addition, we use personal data which we are permitted to collect and have collected from publicly accessible directories (e.g. professional networks).

## **Purposes and legal basis of the data processing**

When collecting and processing your personal data, we always observe the provisions of EU-GDPR, the German Federal Data Protection Act (BDSG (new)) and other applicable (employment law) provisions.

According to Art. 88 para.1 EU-GDPR in conjunction with § 26 para. 1 BDSG (new), personal data of employees may be processed for purposes relating to the employment relationship if this aids the recruitment decision, or after recruitment for contract performance or termination.

In addition, a data processing permit, including for special categories of personal data, may arise from certain other laws, particularly due to industry-specific (compliance) requirements.

Of course, your consenting to data processing can also constitute a permission under data protection law. In this context, we inform you of the purpose of the data processing and of your right to object under Art. 7 para. 3 EU-GDPR, Art. 88 para. 1 EU-GDPR in conjunction with § 26 para. 2 BDSG (new). If your consent also relates to processing of special categories of personal data, we will inform you of this explicitly in advance, Art. 88 para. 1 EU-GDPR in conjunction with § 26 para. 3 BDSG (new).

Special categories of personal data within the meaning of Art. 9 para. 1 EU-GDPR are only processed if this is required based on the legal provisions and if there is no reason to assume that your legitimate interests from the exclusion of processing take precedence, Art. 88 para. 1 EU-GDPR in conjunction with § 26 para. 3 BDSG (new).

## **Data storage period**

We shall delete the data as soon as your data is no longer required for the above purposes. Data is only stored beyond this in cases in which we are obligated or authorised to do so, e.g. if you have given us your consent to store your data for a specific longer duration or to exercise rights. Provisions under which we are obligated to store data are e.g. in the Commercial Code or the Tax Code. These can result in a storage period of six months to ten years. In addition, the limitation periods must be observed.

## **Recipients of the data / Categories of recipients**

In our company, we make sure that only departments and individuals that require your application data for the application process are given access to your data.

## **Rights of the data subject**

Your rights as the data subject are standardised in Art. 15 - 22 EU-GDPR. This includes:

- Right of access by the data subject (Art. 15 EU-GDPR)
- Right to rectification (Art. 16 EU-GDPR)
- Right to erasure (Art. 17 EU-GDPR)
- Right to restriction of processing (Art. 18 EU-GDPR)
- Right to object (Art. 21 EU-GDPR)
- Right to data portability (Art. 20 EU-GDPR)

To assert these rights, please contact: [Datenschutz@zapf-creation.de](mailto:Datenschutz@zapf-creation.de).

If we process your data to safeguard legitimate interests, you can object to such processing for reasons arising from your special situation at any time; this particularly applies to profiling based on these provisions. We then no longer process your personal data except where we can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the assertion, exercising or defending of legal claims.

## **Right to lodge a complaint**

You have the right to lodge a complaint with a supervisory authority.

## **Intention to transfer data to a third country**

We do not transfer data to third countries (outside the European Union or the European Economic Area).

## **Obligation to provide access to the data**

A recruitment decision – regarding the prospects of an application’s success – can only be reached if certain personal information and data is provided. In addition, at this stage, we are obligated to observe certain legal rights and obligations which require us to obtain specific data.

## **Automated case-by-case decisions**

We do not use any purely automated processing procedures to reach decisions.