



## Information on the processing of your personal data in the application procedure

Thank you for applying to Etienne Aigner AG. Transparency and a reliable handling of your personal data is an important basis for a good cooperation. We would therefore like to inform you about how we process your data and how you can exercise the rights to which you are entitled under the General Data Protection Regulation. The following information will give you an overview of the collection and processing of your personal data in connection with the accomplishment of the application procedure.

### 1 Who is the data controller?

Etienne Aigner AG  
Zielstattstraße 37  
81379 Munich

Legal representative:  
Sibylle Schön,  
Chairman of the Board

### 2 How can you contact the data protection officer?

[datenschutz@aignermunich.com](mailto:datenschutz@aignermunich.com)

Heidrun Ortmeier  
intersoft consulting services AG  
Marsstraße 37  
80335 Munich

### 3 Which of your personal data do we use?

We will process your personal data if this is necessary for the accomplishment of the application procedure. This includes the following data categories:

Standard information:

- Applicant master data (first name, surname, address, position)
- Qualification data (cover letter, curriculum vitae, previous activities, professional qualification)
- (Work) testimonials and certificates (performance data, assessment data, etc.)
- Email (communication)

Other information:



- Voluntary information, such as an application photo, information on the nature of a severe disability or other information that you voluntarily provide to us in your application.

## 4 From which sources does the data originate?

In principle, we will process personal data that we collect from you as part of the application process.

If you publish your personal data on a professional social network, we will use the information you provide for direct contact.

## 5 For which purposes do we process your data and on which legal basis?

We process your personal data in particular in compliance with the General Data Protection Ordinance (GDPR) and the German Federal Data Protection Act (FDPA) as well as all other relevant laws.

**5.1 Data processing for purposes of the application relationship (Section 26(1) FDPA)** Applicants' personal data may be processed for purposes of the application procedure if this is necessary for the decision on the establishment of an employment relationship with us.

**5.2 Data processing on the basis of your consent (Article 6(1)(a) GDPR, Section 26(2) of the German Federal Data Protection Act)**

If you have given us your voluntary consent to the collection, processing or transfer of specific personal data, then this consent shall constitute the legal basis for the processing of this data.

We will process your personal data on the basis of your consent in the following cases:

- Inclusion in the applicant pool, i.e. we will save the application documentation beyond the current application procedure for consideration in subsequent application procedures

**5.3 On the basis of the legitimate interests pursued by the controller (Article 6(1)(f) GDPR)**

We will process your data in certain cases on the basis of one of our legitimate interests or that of third parties.

- To defend legal claims in proceedings under the German General Equal Treatment Act (AGG). In the event of a legal dispute, we have a legitimate interest in processing the data for evidence purposes.

## 6 To whom is your data transmitted?

Your data will be processed mainly by our human resources department and the



department head who will fill your position. In some cases, however, other internal and external bodies are also involved in the processing of your data.

Internal departments:

- CEO
- HR department;
- Department head;
- Works council.

## 7 Will your data be transferred to countries outside the European Union (so-called third countries)?

Transfers to a third country are not envisaged.

## 8 How long will your data be stored?

We will store your personal data for as long as this is necessary for the decision on your application. If an employment relationship between you and us does not materialise, we may still store data for longer periods if this is necessary to defend possible legal claims. Your data will be routinely deleted within 6 months after the end of the application procedure.

If an employment relationship does not materialise and you have given us your consent for the further storage of your data, we will store your data until your consent is revoked, but up to a maximum of three additional years. On specific occasions, we may also store your data for a longer period of time for the purpose of defending possible legal claims.

## 9 What are your rights in connection with the processing of your data?

Every data subject has the right of access under Article 15 GDPR, the right to rectification under Article 16 GDPR, the right to erasure under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR, the right to object under Article 21 GDPR and the right to data portability under Article 20 GDPR. The restrictions according to Sections 34 and 35 of the German Federal Data Protection Act apply to the right of access and the right to erasure.



## 9.1 Right to object

### **What right do you have in the event of data processing on the basis of your legitimate interests or in the public interest?**

Under Article 21(1) GDPR, you also have the right to object at any time, for reasons arising from your particular situation, to the processing of personal data concerning you under Article 6(1)(e) GDPR (data processing in the public interest) or Article 6(1)(f) GDPR (processing for the purposes of a legitimate interest). This also applies to a profiling based on these provisions.

If you lodge an objection, we will no longer process personal data concerning you unless we can demonstrate compelling reasons deserving of protection for the processing that override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

## 9.2 Withdrawal of consent

You can revoke your consent to the processing of personal data at any time. Please note that the revocation will only be valid for the future.

## 9.3 Right to information

You may request information as to whether we have stored personal data concerning you. If you wish, we will inform you about the data concerned, the purposes for which the data will be processed, to whom this data will be disclosed, how long the data will be stored and the other rights to which you are entitled with respect to this data.

## 9.4 Other rights

You also have the right to rectification of inaccurate data or the erasure of your data. We will erase your data in the absence of any reason for continued storage, otherwise we will restrict processing. You may also request us to transmit all personal information that you have provided to us in a structured, commonly used and machine-readable format either to you or to a person or company of your choice.

You also have a right to lodge a complaint with the competent data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 of the German Federal Data Protection Act).

## 9.5 Exercising your rights

To exercise your rights, you can contact the controller or the data protection officer using the contact details provided. We will process your enquiries immediately and in accordance with statutory provisions and will notify you of the measures we have taken.

## 10 Is there an obligation to provide your personal data?

The provision of personal data is required neither by law nor by contract and nor are



you obliged to provide the personal data. However, the provision of personal data is required for the accomplishment of the application procedure. This means that if you do not provide us with any personal data in an application, we will not be able to carry out the application procedure.

## 11 Changes to this information

In the event of significant changes to the purpose or manner of processing your personal data, we will update this information and notify you of the changes in good time.