

## **PRIVACY NOTICE APPLICABLE FOR WEBSITE VISITORS AND JOB APPLICANTS**

Stahlwerk Thüringen GmbH, Kronacher Str. 6, 07333 Unterwellenborn, (hereinafter referred to as “**we**”, “**us**” or “**our**”) has a firm commitment to protect your personal data.

We treat your personal data which are transmitted when you visit our website

<https://www.stahlwerk-thueringen.de/> (in German) or

<https://www.stahlwerk-thueringen.com/> (in English)

(„**Website**“), or any personal data sent via mail or by post during the application process, as confidential and in compliance with the statutory data protection regulations, especially the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016; „GDPR“) and pursuant to the Federal Data Protection Act and this Privacy Notice.

Hereinafter, we inform you which personal data are collected when you visit our website or during your application process, how they are used and, if applicable, which are your rights of control and information.

### **1. Definitions**

**Personal data** means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online-identifier or to one or more factors specific to the identity of that natural person.

**Processing** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

### **2. Responsible**

Responsible for this website and for processing your personal data during your application process according to article 4 no. 7 GDPR:

Stahlwerk Thüringen GmbH, Kronacher Str. 6, 07333 Unterwellenborn

Telephone: +49 3671 4550 0

E-mail: [info@stahlwerk-thueringen.de](mailto:info@stahlwerk-thueringen.de)

### **3. Data Protection Officer**

If you wish to communicate with us about this privacy notice or any issue relating to information governance or data protection, please contact the Stahlwerk Thüringen’s Data Protection Officer, Mr Werner Zink, using the following channels:

By post: Werner Zink, Kronacher Str. 6, 07333 Unterwellenborn,

E-mail: werner.zink@stahlwerk-thuringen.de

Telephone: +49 3671 4550 6285.

#### **4. Processing your data when using our website**

When you use our website, we normally store temporarily the so-called “log files”.

These are internet connection data which your browser transmits to our server. Log files contain personal data only on a limited scale.

These data to be processed include information about:

- your IP-address
- your terminal (type, name, ID)
- your browser (type/version)
- your system software (including language setting)
- date and time of your requests
- the content of your requests
- your screen resolution
- your Internet-Service-Provider
- websites that refer your terminal to our website (referrer-URL)
- access to websites from your terminal via our website.

The lawful basis to process these data is stipulated in article 6 (1) (b) GDPR, since we need the automatically collected data for an efficient provision of our website.

Moreover, this data processing is necessary for system security reasons.

The lawful basis for this data processing is stipulated in article 6 (1) (f) GDPR, because the storage is necessary for the purposes of the legitimate interests to ensure the protection of our systems and server as well as to guarantee the stability and security of our website.

The automatically collected personal data are stored for a maximum of 4 weeks and afterwards they will properly be deleted, unless longer storage is required by law or justified.

#### **5. Processing of your data upon registration in our customer area**

When you log in to our customer area, we process your following personal data to enable direct requests and to inform you about your order status, provided this has been agreed:

- **Contact information**, title, name, first name, academic title, business e-mailaddress as well as company name and address of your company or of the company you work for.

Lawful basis for this data processing is stipulated in article 6 (1) (b) GDPR. We process the above mentioned personal data for the performance of a contract in order to take steps at your request regarding an order or order status.

## **6. Processing your data - part of the application process**

When you apply for a job with us and you send us your application documents, we process your personal and contact data for the recruiting process (such as your name, your e-mail-address, your date of birth, your address and your telephone number), any document transmitted (such as CV, reports and certificates, cover letter, information about you and your qualification contained therein), your additional information and communication (such as requested starting date and job, salary expectation, your period of notice or your motivation why you want to work for us) as well as our notes from interviews with you.

The processing takes place for the purpose of processing your application, including preparation and carrying out of job interviews and the assessment of results and any other information which is required as part of the application process. We contact you in the application process to keep you informed about the progress of your application or to invite you to a job interview. Your documents are processed by the human resources department with the participation of the department responsible in the future as part of the application process.

The lawful basis for this processing is stipulated in § 26 para. 1 sentence 1 of the German Federal Data Protection Act (Bundesdatenschutzgesetz). The data processing is required to conclude a possible contract of employment.

## **7. Use of cookies**

We are using cookies to collect statistical data when you visit our website. This collection takes place on the basis of the anonymised data collected in section 4.

You can find more information about the cookies used and your settings in the legal notice in the chapter "Cookies".

## **8. Contact request**

Provided that you contact us via email, telephone or by post, we process your contact data (such as your name, your e-mail-address, telephone number or address) as well as, if applicable, further personal data that you have disclosed as part of your request.

Lawful basis for this data processing is art. 6 (1) (b) GDPR. We need these personal data in order to take steps at your request.

## **9. Transmission of personal data to third parties**

9.1 We are committed to complying with applicable data protection laws. Therefore we only disclose your personal data to external processors (art. 28 GDPR) who are acting on our behalf and are providing services regarding our website (e. g. host provider). The data transfer is carried out on the basis of data processing agreements. Our processors may only process your personal data to the extent

that this is necessary to fulfil their specific tasks. They are obliged by contract to process your personal data only on our instructions.

If these processors' headquarter is outside the European Union or the European economic area, they have their headquarter either in third countries for which the European Commission has issued an adequacy decision, or an adequate protection is guaranteed by standard data protection clauses established by the European Commission, that Stahlwerk Thüringen and the external processor have concluded.

Your personal data are disclosed for the above mentioned purposes to the following third party, our processor:

The hosting service provider of our website is: Batix Software GmbH, Obere Straße 6-8, 07318 Saalfeld.

- 9.2 If we are legally entitled or obliged to do so (e. g. due to applicable law or a court or administrative order), we may disclose your personal data to a third party.

## **10. Data Security**

We have adequate security measures in place to protect your personal data from loss, misuse and alteration. Our security policy and privacy notice are regularly checked and improved, if necessary. Although we cannot ensure or guarantee that there is never any loss, misuse or alteration of personal data, we make every effort to prevent this from happening.

Please keep in mind that data transmission via internet is never completely secure. We cannot guarantee security of the data that you have entered on our website, whilst they are transferred via the internet. You do this at your own risk.

## **11. Storage of your personal data**

Unless specific deadlines are specified in this privacy notice, the following applies:

We will store your personal data when you visit our website only as long as it is necessary for the fulfilment of the purpose for which they were originally collected, or, if applicable, as long as longer storage is legally required or justified.

Your personal data as part of the application process are deleted after completing the application process, usually after six months, unless you have agreed with us to store your data for a longer period in order to inform you about suitable job offers (art. 6 (1) (a) GDPR) or unless longer storage is legally required or justified. If you accept a job offer, we will take your application documents to the personnel file. In this case, you will find further information in our employee data protection declaration.

## **12. Your rights according to the GDPR**

In particular, you may have the following rights under the GDPR:

- Right to information: You have the right to request information at any time when we process your personal data and, if this is the case, to request infor-

mation about these personal data. For exercise this right, you can contact us at any time using the contact data indicated in the paragraphs 2 and 3.

- **Right to correct your personal data:** When we process your personal data we strive to ensure, by appropriate measures, that your personal data are correct and up-to-date for the purposes for which they were collected. If your personal data is incorrect or incomplete, you can ask to correct these data. For exercise this right, you can contact us at any time using the contact data indicated in the paragraphs 2 and 3.
- **Right to delete your data or to restrict the processing of your data:** You may have the right to request the deletion of your personal data or the restriction of their processing. For exercise this right, you can contact us at any time using the contact data indicated in the paragraphs 2 and 3.
- **Right to data portability:** You may have the right to receive the personal data that you have provided to us in an interoperable, common used and machine readable format, or to transfer these data to another responsible. For exercise this right, you can contact us at any time using the contact data indicated in the paragraphs 2 and 3.
- **Right to object:** **You have the right to object to the processing of your personal data at any time, provided that we process your personal data to pursue our legitimate interests and there are reasons that arise from your particular situation. For exercise this right, you can contact us at any time using the contact data indicated in the paragraphs 2 and 3.**
- **Right to withdraw consent:** If our data processing is based on consent (according to art. 6 (1) (a) GDPR), you can withdraw your consent at any time. The legality of processing those data for which consent was given before its withdrawal is not affected by this. For exercise this right, you can contact us at any time using the contact data indicated in the paragraphs 2 and 3.
- **Right to complaint to a supervisory authority:** You have the right to lodge a complaint with a supervisory authority within the European Union.

### **13. Amendment of this Privacy Notice**

We reserve the right to amend this Privacy Notice at any time after the website and the application procedure were updated accordingly. Please consult this website regularly and take a look at our current privacy notice.

This privacy notice was last updated on 28<sup>th</sup> September 2020.