

Recruitment Privacy Policy

For

HMS Industrial Networks GmbH

HMS Technology Center Ravensburg GmbH

HMS Technology Center Wetzlar GmbH

Policy

Recruitment Privacy Policy

This privacy policy was last updated on September 17, 2020.

At HMS Industrial Networks we place great importance on the protection of your personal data and want to be transparent regarding how personal data is collected, processed and shared by us.

Personally Identifiable Information refers to any data that can be related to you as a person and processing refers to all our handling, including the use of it, storage and possible 3rd party transfer.

This privacy policy covers our recruitment process managed from Germany.

The policy may be updated from time to time and you will always find the latest version on our recruiting web site.

1 Information we collect and process about you

To be able to evaluate you as a candidate for a job we need to process some information about you.

This information is only used for the recruitment process and no other purposes.

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG-Neu) and other relevant laws.

The legal basis for the processing of your personal data in this application procedure is primarily Art. 6 Para. 1 lit. b) GDPR and Sec. 26 BDSG-Neu. Accordingly, the processing of the necessary data in connection with the decision on the establishment of an employment relationship is legitimate.

Should the data be required once the application process has been concluded, the data may be processed on the basis of the requirements of Art. 6 GDPR, particularly for exercising legitimate interests in accordance with Art. 6 para. 1 f) GDPR. In such case, our interest is the assertion or defense of claims.

1.1 During Recruitment Process

We process the following information that is submitted by.

- Name and contact information (Mail, Address, Phone numbers etc.)
- Information in personal letter and CV that you provide
- Information in reference letters you provide
- Reference contact details you provide

Your personal data will be kept in confidence.

In case of rejection, the applicants' data will be erased within four months after notice of rejection.

1.2 After Recruiting Process is finished

In case we want to keep your full application documents, we will ask for your consent to save those in our data base.

If you have given the consent to your personal data being stored for other job possibilities or a period of time longer than the current application process, we will include your data in our pool of applicants. The data in this pool is erased after two years. In the case that your application for a position is successful, the

data is transferred from the applicant data system to our HR information system. You have the right to recall your consent at any time.

2 External data processors

We use external data processors to provide us with different services, including:

- IT service providers (Hosting, back-up, cloud solutions etc.)
- HR recruitment and management software provider

These service providers are only allowed to process information on behalf of HMS and as specifically instructed by us.

3 Consequences of non-availability of data

As part of your application, you have to provide the personal data necessary to establish the employment relationship or which we are legally obliged to collect.

4 Protection of your data

For us it is important that your data is safe. We use up-to-date data protection mechanisms and have a good security posture.

HMS Industrial Network entities ensure due care and take appropriate organizational and technical measures to protect the confidentiality and integrity of the personal data and communication data provided, collected and/or stored on our systems and shall not retain it any longer than permitted in order to perform its services or as required under relevant legislation.

Your personal data can only be accessed by authorized employees of HMS Industrial Network that need to have access to this data in order to be able to fulfil their given duties in the recruitment process.

5 Data storage and location

Your application is stored on servers within the EU/EEA.

When performing tests during recruitment, the test service provider may store data outside EU/EEA. Such transfer is only made if the recipient of the data is located in a country which provides an adequate level of protection following a European Commission adequacy decision or if appropriate safeguards as within the EU have been provided by executing standard contractual clauses.

6 Automated individual decision-making

We do not use automated decision-making methods according to Article 22 GDPR. If we do use such a method in individual cases in the future, we will inform you separately if this is required by law. Under certain circumstances, we may process some of your data with the aim of evaluating certain personal aspects (profiling).

7 Your data – your rights

Under certain circumstances you can assert your data protection rights against us.

Thus you have the right to receive information from us about your data stored with us in accordance with the rules of Art. 15 GDPR (if necessary with restrictions in accordance with § 34 BDSG-Neu). At your request, we will correct the data stored about you in accordance with Art. 16 GDPR if it is inaccurate or erroneous.

If you so wish, we will delete your data in accordance with the principles of Art. 17 GDPR, provided that other statutory provisions (e.g. statutory storage obligations or the restrictions under § 35 BDSG-Neu) or an overriding interest on our part (e.g. to defend our rights and claims) do not prevent this. Taking into account the requirements of Art. 18 GDPR, you may request us to restrict the processing of your data.

Furthermore, you may object to the processing of your data in accordance with Art. 21 GDPR, on the basis of which we must terminate the processing of your data. However, this right of objection only applies in very special circumstances of your personal situation, whereby the rights of our company may conflict with your right of objection.

You also have the right to receive your data under the conditions of Art. 20 GDPR in a structured, common and machine-readable format or to forward it to a third party.

In addition, you have the right to revoke your consent to the processing of personal data at any time with effect for the future.

You also have the right to appeal to a data protection supervisory authority (Art. 77 GDPR). However, we recommend that you always submit a complaint to our data protection officer first.

Your requests regarding the exercise of your rights should, if possible, be addressed in writing or by e-mail to the below address or directly in writing or by e-mail to our data protection officer.

8 Data controller and contact information

Do not hesitate to contact us in case you have questions on how we handle your data.

If you have any questions or comments on data protection (e.g. on information and updating of your personal data), you can also contact our data protection officer.

Contact details of the data protection officer:

DDSK GmbH
Michael Heitele
Dr.-Klein-Str. 29
88069 Tettngang
Phone: +49 7542 949 21 03
datenschutz@hms-networks.de

The main data controller for information we process on our site in Karlsruhe is:

HMS Industrial Networks GmbH
Emmy-Noether-Str. 17
76131 Karlsruhe
Germany

datenschutz@hms-networks.de



The main data controller for information we process on our sites in Ravensburg and Wetzlar is:

HMS Technology Center Ravensburg GmbH

Helmut-Vetter-Straße 2

88213 Ravensburg

Germany

datenschutz@hms-networks.de

9 If you have complaints

In case you do not think we have fulfilled our obligations you have the right to lodge a complaint with a supervisory authority.

For all HMS entities in Germany, the supervisory authority is:

Der Landesbeauftragte für den Datenschutz Baden-Württemberg

Postfach 10 29 32

70025 Stuttgart

Phone: 0711/615541-0