

Data Privacy Statement for Applicants and Employees

1. Fundamentals

This Data Privacy Statement shall inform applicants and employees of Rentschler REVEN GmbH about the way their personal data are collected and used, the scope of data and the purpose of their collection in connection with applications and personnel management.

The company Rentschler REVEN GmbH takes the protection of personal data very serious and treats them confidentially in accordance with legal regulations. We recommend re-reading this Data Privacy Statement at regular intervals because data processing methods are progressing constantly, and we may be required to update this statement from time to time.

The definition of the terms used in this statement (such as "personal data" or "processing") are defined in Article 4 of the General Data Protection Regulation (GDPR).

2. How to join us

Responsible for the collection and processing of your personal data is the company Rentschler REVEN GmbH. Being the controller of your data, we are responsible for the compliance with data protection regulations. Our contact details are as follows:

Controller in the sense of the General Data Protection Regulation

Dipl.-Ing. Sven Rentschler (Managing Director)

Rentschler REVEN GmbH

Ludwigstrasse 16 - 18

74372 Sersheim

Germany

Phone: +49 (0) 7042 373-0

Fax: +49 (0) 7042 373-20

Data Protection Officer of Rentschler REVEN GmbH (contractor)

Jürgen Hornberger

Ingenieurbüro Hopp + Flaig

Augustenstrasse 2

70178 Stuttgart

Germany

Phone: +49 (0) 173 4650149

E-mail: hornberger@hopp-flaig.de

3. Purpose of data collection

We need your personal data for the following reasons:

- to evaluate and process incoming applications
- to conduct interviews
- to select applicants
- to conclude a contract of employment (substantiation of an employment)
- to perform the contract of employment
- to terminate an employment

4. Legal bases

We base the processing of your personal data on the following legal grounds:

Article 26 of the BDSG (Federal Data Protection Act) (new), para. 1

5. Legitimate interests pursued by the controller

We need your personal data to perform the following tasks

- to make a fair selection among the applicants
- to assess the professional, methodical and social competences in the application procedure
- to conclude a contract of employment that is well-founded in law
- to implement of the rules agreed in the contract of employment
- to develop and train our employees

- to comply with legal obligations regarding health and social insurances as well as tax laws
- to terminate the employment, if applicable

We always observe the principle of data minimization and avoid collecting any personal data that we do not essentially need for the purposes specified in item 3 of this Data Privacy Statement. In the event that we should want to collect personal data for other purposes than those specified in item 3 of this Data Privacy Statement we would ask you for your consent on a voluntary basis.

6. Internal and external transfer of personal data

An internal transfer of your personal data will only take place for the purposes defined in item 3 of this Data Privacy Statement in compliance with the principle of data minimization and other fundamentals of data privacy.

Your personal data will possibly be transferred to external parties if one of the following conditions applies:

- Transfer of your personal data (contact details) in connection with the performance of your employment contract to contractors, sub-contractors or cooperation partners if this is necessary for the execution of orders. The transfer of personal data will always be limited to the necessary extent. We will avoid the transfer of personal data wherever possible.
- Contracting of support services for which the access to your personal data is required or cannot completely be excluded. These services include data processing support services, services in connection with wage accounting or with tax consultation.
- Transfer of your personal data (contact details) in connection with the management of suppliers if this is necessary for the execution of orders. The transfer of personal data will always be limited to the necessary extent. We will avoid the transfer of personal data wherever possible.
- Transfer of your personal data to authorities and health insurance companies to comply with legal obligations.

7. Transfer of personal data to a third country (outside the European Union) or to an international organisation

We do not transfer your personal data to a third country or an international organisation. If this should become necessary, we will inform you beforehand and undertake all measures to ensure a suitable data protection level.

8. Storage period and deletion of your personal data

The legislator has enacted a great number of different retention periods, which we will all observe with care and seek advice to comply with our obligations in this regard. In principle, we will store your personal data only as long as it is permitted by law for the defined purpose and/or as long as legislation requires the storage for the sake of evidence. If we intend to store your data longer than mentioned afore, we will obtain your confirmation via a voluntary declaration of consent.

9. Your rights

Principally, you have the following rights regarding your personal data:

Right of access (Article 15, GDPR)

You have the right to demand a confirmation as to whether or not personal data concerning you are being processed. If this is the case, you have the right to access to the personal data and the following information:

- the purposes of processing
- the categories of personal data concerned
- the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular, recipients in third countries or international organisations
- where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period
- the existence of the right to request from us rectification or deletion of personal data or restriction of processing of your personal data or to object to such processing
- the right to lodge a complaint with a supervisory authority
- where the personal data are not collected from the data subject, any available information as to their source
- the existence of automated decision-making, including profiling (meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for you)

Where personal data are transferred to a third country or to an international organisation, you shall have the right to be informed of the appropriate safeguards in regard of the ensurance of a sufficient data protection level in connection with the transfer.

We will provide a copy of the personal data undergoing processing free of costs. For any further copies requested by you, we may charge a reasonable fee based on administrative costs. Where you make the request by electronic means, and unless otherwise requested by you, the information will be provided in a commonly used electronic form.

Right to rectification (Article 16, GDPR)

You have the right to demand the rectification of inaccurate personal data without undue delay. Taking into account the purposes of processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Right to deletion (Article 17, GDPR)

You have the right to have the personal data that we have saved of you deleted without undue delay if specific criteria are met. These criteria include the following:

- The personal data are no longer necessary in relation to the purpose for which they were collected
- You withdraw the declaration of consent that you gave us on a voluntary basis
- Your personal data have been unlawfully processed
- There is a legal obligation to delete the personal data

You can find details on criteria and limitations in Article 17 of the GDPR.

Right to restriction of processing (Article 18, GDPR)

You have the right to restrict the processing of the personal data that we have saved of you if specific criteria are met. These criteria include the following:

- The correctness of the personal data is contested by you, for a period enabling us to verify the accuracy of your personal data
- The processing is unlawful, and you oppose the deletion of your personal data and request the restriction of their use instead
- If we need no longer the personal data for the purpose of processing them, but you still need them for the establishment, exercise or defence of legal claims
- You have objected to processing pending the verification whether our legitimate grounds override yours

You can find details and additional stipulations in Article 18 of the GDPR.

Right to data portability (Article 20, GDPR)

You have the right to receive the personal data we saved of you in a structured, commonly used and machine-readable format, if the processing of these data is carried out by automated means.

In addition, you have the right to transmit those data to another controller without hindrance from us being the controller to whom you have provided your personal data.

In exercising your right to data portability, you have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

The right to data portability may be restricted by rights or freedoms of others that would be affected by the exercise of the right to data portability.

Right to revocation and objection to the processing

If we have processed personal data of you based on your consent you have the right to revoke this permission. The lawfulness of the processing based on the consent until the revocation was made remains unaffected. Regarding compliance with storage periods, you should also observe the stipulations of item 8 of the present Data Privacy Statement.

Right to lodge a complaint with a supervisory authority

If you feel that the processing of your data infringes applicable data protection laws, or your data privacy has been violated in any way, you are free to lodge a complaint with the supervisory authority.

The competent supervisory authority for Rentschler REVEN GmbH:

- Landesbeauftragte(r) für den Datenschutz und die Informationsfreiheit Baden-Württemberg (Federal Officer for Data Protection and Freedom of Information of the State Baden-Württemberg)
- <https://www.baden-wuerttemberg.datenschutz.de/>

10. Mandatory specification of your personal data and possible consequences of refusal

On the one hand, we are required by law to process the personal data we saved of you (including the transfer of these data to authorities and health insurance companies), on the other hand, we need the data we collected from you for the conclusion, substantiation, performance and termination of your employment contract. Without the collected data, we could not perform the afore-mentioned tasks.

11. Automatic decision-making and profiling

There is no automatic decision-making regarding our employees and applicants. There is no profiling based on the personal data you provided.

12. Modification of the purpose

If we intend to change the purpose for which we have collected your personal data originally, we will inform you beforehand in a detailed and transparent manner. It goes without saying that we will make all legally prescribed information available to you in this case. If the modification of purpose consists in the processing of personal data based on a declaration of consent, we will inform you accordingly and ask for your formal permission.

13. Open questions, complaints and suggestions

Please do not hesitate to contact us if you have any questions, complaints or suggestions regarding data privacy matters. If required, you can contact our data protection officer (see item 2 of this Data Privacy Statement).

As of 22/05/2018