



BIO PLANETE

Huilerie Moog fondée en 1984

Information on processing of your personal data

This section informs you on how Ölmühle Moog GmbH processes your personal data and your rights under the data protection laws.

Who is the data processing controller and who is the data protection officer?

The data processing controller is

Ölmühle Moog GmbH
Klappendorf 2
D-01623 Lommatzsch, Germany
Tel.: +49 (0) 35241 820 80
Fax: +49 (0)35241 820 829
E-mail: kontakt@bioplanete.com

You can reach our **data protection officer** at the above address or at: dataprotection@bioplanete.com

Which categories of data do we use and where do we get them?

The categories of personal data processed include first name, surname, name affix, address, (mobile) telephone number and e-mail address.

Your personal data is provided directly by you as part of contract preparation, or sent by you in the context of your request/query (e.g. application), to enable us to assess the matter and fulfil our obligations.

We also process personal data which we have legitimately obtained from publicly accessible sources (e.g. credit ratings). We may also have received data from third parties (e.g. personnel service companies or other intermediaries).

For which purposes and on which legal basis is data processed?

We process your personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and all other relevant laws.

Data is primarily processed to prepare or implement contracts, or to establish a potential employment relationship. The principal legal basis for this is the GDPR.



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To the required extent, we process your data to safeguard legitimate interests, either ours or those of third parties (e.g. authorities). In particular, we have a legitimate interest to use such data to assert or reject claims. We also process your data for statistical purposes.

If we intend to process your personal data for a purpose other than those mentioned above, we will inform you of this in advance.

Who receives your data?

Within our company, only those persons and offices who actually need your personal data to fulfil contractual and legal obligations, or are entrusted to perform tasks related to the specific purpose, receive it.

Applicant data is evaluated by the personnel department after receipt of the application. Suitable applications are then forwarded internally to the responsible members of the department with the vacancy. The remaining procedure is then coordinated. Within the company, only those persons who require data to ensure that our application procedure runs smoothly have access to your data.

Your data will only be forwarded within our company group if we process your data or manage the application process on behalf of affiliated companies in the group.

In some cases we also use service providers to fulfil our contractual and legal obligations and perform tasks related to the specific purposes. This includes in particular software providers who may also become aware of your personal data when maintaining and updating our systems. We have concluded order processing contracts with every service provider to ensure that data is processed in a legal manner.

In addition, we can send your personal data to other recipients outside the company if this is required to fulfil the contractual and legal obligations, for example to authorities, customs etc.



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What data protection rights can you assert as a data subject?

You can request **information** on the personal data stored on you at the above address. You can also demand **correction** or **erasure** of your data under certain circumstances. You may also have a **right to restrict processing** of your data and a **right to receive the data you have provided** in a structured, conventional and machine-readable format.

Right to objection

You have the right to object, without stating reasons, to processing of your personal data for the purposes of direct advertising. If we process your data to safeguard justified interests, you can object to this processing for reasons arising from your particular situation. We will then no longer process your personal data unless we can prove compelling legitimate reasons for processing, which supersede your interests, rights and freedoms or the processing serves to assert, exercise or reject legal claims.

Where can you file a complaint?

You can file a complaint with the above-mentioned data protection officer or a data protection authority. The data protection supervisory authority responsible for us is:

Sächsischer Datenschutzbeauftragter
Bernhard-von-Lindenau-Platz 1
01067 Dresden, Germany

How long is your data stored?

Business relationship:

We delete your personal data as soon as it is no longer required for the above-mentioned purposes. After termination of the contractual relationship, your personal data is stored for as long as we are legally obliged to do so. This regularly occurs due to legal verification and storage obligations, governed among other things by the German Commercial Code (HGB) and the German Fiscal Code (AO). The archival periods according to these laws are up to ten years. Personal data may also be archived for the period in which claims may be asserted against us (legal statute of limitations of three or up to thirty years).



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Application:

If your application is rejected, your personal data is archived for the period in which claims can be asserted against us (max. 6 months). If you have consented to further storage of your personal data, we will add your data to our applicant pool. After two years, your data will be deleted from this pool unless we have had further communication with you. If you are awarded a position as part of an application procedure, your data is transferred from the applicant data system to our personnel information system.

Are you obliged to provide your data?

Business relationship:

As part of contract processing, you must provide the personal data required to establish and implement the contractual relationship and meet the associated contractual obligations, or which we are legally required to collect. Without this data, we cannot implement the contract with you.

Application:

As part of your application, you may be required to provide the personal data required to establish a potential employment relationship and fulfil the associated contractual obligations, or which we are legally required to collect. Without this data, we cannot conclude an employment contract with you.