

## **DATA PROTECTION**

### **Our use of your data and your rights – Information in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR)**

Thank you very much for your application to WINGAS GmbH. In the following we inform you about the processing of your personal data (Art. 4 no. 2 GDPR), which we receive from you within the scope of the application procedure and which are related to your application.

#### **1. Controller**

The controller responsible for processing your personal data is:

WINGAS GmbH, Human Resources, Königstor 20, 34117 Kassel; Phone: +49 561 99858 0; Fax: +49 561 99858 1798; E-Mail: jobs@wingas.de

#### **2. Data Protection Officer**

You can contact our Data Protection Officer at:

WINGAS GmbH, Datenschutzbeauftragter (Data Protection Officer), Königstor 20, 34117 Kassel; E-Mail: datenschutz@wingas.de

#### **3. What data do we process and from what sources?**

We process personal data that you provide us voluntarily as part of your application. These personal data include the following data or categories of data:

- Master data (e.g. title, last name, first name, e-mail address, telephone number, postal code and city)
- Application data (e.g. information about previous activities in the group, notice period, desired salary)
- Data on how you became aware of us
- Data on your education
- Data on your non-professional interests
- Other data that you voluntarily provide us in the application process when you upload them or send them to us via e-mail, such as those included in your letter of application, curriculum vitae or in job references.
- Communication data: contents of personal or telephone discussions and other data that may arise when we communicate with you (e.g. follow-up questions by us, when you use the contact form, etc.)
- Data privacy statements:
  - consent to processing of personal data;
  - statements of revocation of any consent you have given; statements of objection to the processing of personal data
  - statements asserting your rights to access, rectification, erasure, restriction of processing, and data portability, including the information that you provide to us when asserting your rights

In addition, we process personal data that we have generated ourselves:

- Applicant number
- Job subscription number (if applicable)

#### **4. For what purpose do we process your data and what is the legal basis for that?**

We process your personal data in compliance with the relevant data protection regulations, in particular the General Data Protection Regulation (GDPR) and German Data Protection Act (BDSG), for various purposes. In principle, the purposes for which we process your data are: for processing of data relating to employment relationship (Section 26 BDSG<sup>1</sup>), to perform contractual obligations (Article 6 paragraph 1 point (b) GDPR), to safeguard legitimate interests (Article 6 paragraph 1 point (f) GDPR), for processing subject to your prior consent (Article 6 paragraph 1 point (a) GDPR) and/or to comply with statutory obligations (Article 6 paragraph 1 point (c) GDPR).

If you provide us with special categories of personal data pursuant to Article 9 GDPR, processing shall be based on Art. 9 Para. 2 lit. b GDPR and for the German market in conjunction with § 26 para. 3 BDSG, the German Data Protection Act.<sup>1</sup>

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<sup>1</sup> Valid for applications in the German market

We process your personal data in accordance with the following legal regulations for the following purposes:

Purpose/legitimate interests	Processed data or categories of data	Legal basis
Contract initiation including communication with the data subject	Master data; application data; data on how you became aware of us; data on your education; data on your non-professional interests; other data that you voluntarily provide us in the application process; communication data	Article 6 paragraph 1 point f GDPR Section 26 BDSG <sup>1</sup> ,
Transfer to the personnel file of the data subject. This serves as a review for abuse and as a basis for the subsequent professional development of the data subject	Master data; application data; data on how you became aware of us; data on your education; data on your non-professional interests; other data that you voluntarily provide us in the application process; communication data	Article 6 paragraph 1 point f GDPR Section 26 BDSG <sup>1</sup> ,
Assert legal claims and defend against legal disputes	Master data; all personal data that are the subject of the legal claim or the legal dispute	Article 6 paragraph 1 point f GDPR
Consent management (Administration of declarations of consent and revocation related to data privacy)	Master data, data privacy statements	Article 6 paragraph 1 point c GDPR
Objection management (administration of notices of objection related to data privacy matters)	Master data, data privacy statements	Article 6 paragraph 1 point c GDPR
Management of the rights of the data subjects (processing of data subjects' requests for information, rectification, erasure, restriction of processing and data portability in order to fulfil the data privacy rights of the data subjects)	All data or categories of data that are the subject of the respective request.	Article 6 paragraph 1 point c GDPR

## 5. Who obtains my data?

The people within WINGAS GmbH who obtain access to your data during the application process include the employees of the human resources department, the respective functional department and the responsible committee (works council, if appropriate also the severely handicapped employee representative). All WINGAS GmbH employees are obliged to maintain confidentiality about personal data as part of their employment relationship. Data are processed taking into account the general standards for data security in accordance with state-of-the-art technology. Service providers whom we engage to work on our behalf (termed "processors"; cf. Article 4 No. 8 GDPR) may obtain personal data. We use the following processors or processor categories:

- IT service providers (Gazprom Marketing & Trading Ltd., Gazprom Germania GmbH)

## 6. Data retention

We process and store your personal data to the extent necessary for the duration of the application process. If you start a job at WINGAS GmbH, your personal data will be added to your personnel file. However, if you have received a negative decision about your job application, your personal data or application documents will be erased 12 months after the application process is completed. You will not be notified separately about the erasure of the data. This does not apply if your data are processed and stored in order to assert or exercise legal claims, or to defend against legal claims (duration of litigation) or we obtain a separate consent from you to keep your application documents longer.

## 7. Your rights

Every data subject has the right to access personal data and obtain information (Article 15 GDPR), the right to rectification of data (Article 16 GDPR), the right to erasure of data (Article 17 GDPR), the right to restriction of processing (Article 18 GDPR), and the right to data portability (Article 20 GDPR). You can get in touch with us under the contact data specified under No. 1 and No.2, to exercise the aforementioned rights.

If you have given us consent to process your data, you can revoke it at any time without using a special form. Where possible, notice of revocation should be sent to us using the contact data specified under No. 1 or No. 2.

Under Article 77 paragraph 1 GDPR, you have the right to lodge a complaint with a supervisory authority if you consider that the processing of personal data concerning you infringes the law, in particular the General Data Protection Regulation (GDPR). In this case you have the right to turn to the supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement. Irrespective of your aforementioned rights please feel free to contact us directly regarding your concerns (for contact details see Section I "General information", No. 1 and No. 2, of this Data Protection Declaration).

You also have a right to object to the processing of your data, as explained in more detail at the end of this Data Privacy Statement.

**Information on your right to object to processing in accordance with Article 21 of the General Data Protection Regulation (GDPR)**

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Article 6 paragraph 1 point (f) GDPR (data processing based on a weighing of interests), including any profiling based on those provisions within the meaning of Article 4 No. 4 GDPR.

If you object, we will no longer process the personal data concerning you unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defense of legal claims.

Your objection can be submitted without using a special form and, where possible, should be sent using the contact data specified under No.1 and No. 2 Section 1 and 2 of this Data Privacy Statement.