

Requirements for applicants and employees to provide information in the collection of data according to Art. 13/14 GDPR

1. Name and contact details of the controller

amo-tec GmbH
Memminger Str. 37
87746 Erkheim
Germany

2. Contact details of the data protection officer

DataCo GmbH
Dachauer Str. 65
80335 Munich
Email: datenschutz@dataguard.de

3. Purposes and legal bases of processing

Purposes of processing:

We process the data that you make available to us

- concerning your identify (such as name and contact details) and
- concerning your qualifications (school and professional).

For the event that you are employed by us, we will process additional data

- concerning your position and presence with us,
- for the documentation of your employment relationship (such as your HR file),
- for settling your expenses and paying your salary (such as your bank details, expense statements and payslips),
- for compliance with reporting obligations in connection with the employment relationship (such as your health insurance, national insurance number and tax identification number), as well as
- in regard to your current wage and church tax details, which we obtain from the tax authorities by stating your tax identification number,
- for posting employees to a group company,
- for geo-data tracking during work hours, also to document compliance with driving and rest periods,
- to publish employee data on the website/leaflets (consent),
- to deduct canteen bills from the salary,
- to plan, complete and document audits,
- to document compliance with the requirements to accreditation bodies, authorities, standard institutions and customers and to enable verification.

Legal bases of processing:

Our actions are legitimate according to the following legal bases:

- Art. 6 para. 1 point a) GDPR; Sec. 26 para. 2 Federal Data Protection Act; Art. 9 para. 2 point a) GDPR insofar as we rely on your consent
- Sec. 26 para. 1 Federal Data Protection Act insofar as we process your data for the purposes of our employment relationship
- Art. 6 para. 1 point c) GDPR; Sec. 26 para. 3 Federal Data Protection Act insofar as we process your data for compliance with our legal obligations
- Art. 6 para. 1 point d) and Art. 9 para. 2 point c) GDPR insofar as we process your data to protect the vital interests of natural persons
- Art. 6 para. 1 point f) GDPR; Sec. 26 para. 3 Federal Data Protection Act for the protection of our legitimate interest or the legitimate interest of third parties, insofar as they are not outweighed by your interests, fundamental rights and freedoms
- Art. 9 para. 2 point e) GDPR insofar as you have manifestly made public your protected data
- Art. 9 para. 2 point h) GDPR insofar as the processing of special categories of personal data is necessary for the purposes of preventive or occupational medicine or for the assessment of working capacity.

4. Categories of personal data that we process

The following categories of personal data are processed:

- Personal master data
- Contact details
- Function/position in the company
- Contractual data
- Wage and salary data/payment data
- Health data, if applicable
- Competences/skills/qualifications, if applicable

5. Recipients or categories of recipients of the personal data

At our company, personal data is disclosed to the offices and departments that require it to fulfil the aforementioned purposes.

- HR department
- Management
- Supervisors
- Works council
- Safety specialist
- Individual departments
- Accounts
- Management officers

Moreover, we sometimes use a number of service providers and transfer your personal data to other trustworthy recipients. They may include, for example:

- Suppliers
- Recruitment companies
- Data protection officer
- Authorities
- Customers
- Lawyers
- Courts
- Auditors
- IT service providers
- Contract processors
- Banks
- Insurance firms
- Employer's liability insurance association
- Logistics companies
- Certification/accreditation bodies

6. Transfer of personal data to a third country

There are no plans to transfer your personal data to a third country or international organisation.

7. Retention period for personal data

We process and store your personal data for as long as is necessary for compliance with our contractual and legal obligations or for the establishment, exercise or defence of legal claims.

Where the data are no longer required for this purpose, it will be regularly erased unless temporary processing remains necessary for legal reasons such as compliance with statutory retention periods.

8. Rights of the data subject

You have the following rights according to the General Data Protection Regulation:

Where your personal data is processed, you have the right to obtain information from the controller about the data stored concerning you (Art. 15 GDPR).

Where inaccurate personal data is processed, you have a right to rectification (Art. 16 GDPR).

Where the legal requirements are satisfied, you may obtain erasure or restriction of processing and may object to processing (Art. 17, 18 and 21 GDPR).

Where you have consented to data processing or a data processing agreement exists and the data processing is carried out with the help of automated procedures, you may have a right to data portability (Art. 20 GDPR).

You also have the right to lodge a complain with a supervisory authority (Art. 77 GDPR).

9. Right to withdraw consent

Where you have consented to processing by the controller by means of a suitable declaration, you may withdraw your consent at any time with effect for the future by sending an email to bewerbung@sfbgroup.com. Withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent until such time as it is withdrawn.

10. Obligation to disclose data

An obligation of this kind exists in particular with regard to data that is required for compliance payroll tax and social security duties in connection with the employment relationship (e.g. your tax ID and health insurance).

11. Source of the personal data

The personal data is obtained from the following sources:

- Recruitment companies
- Recruitment agencies
- Platforms such as StepStone