

# DATA PROTECTION INFORMATION FOR APPLICANTS

We are pleased that you are interested in our company and have applied or are applying for a position with us. Below, we would like to provide you with information regarding the processing of your personal data in connection with your application.

## **CONTROLLER FOR DATA PROCESSING**

The controller for data processing, as defined by data protection law, is:

**MÜNSTERLAND J. LÜLF GMBH**  
**MIDLICHER STRASSE 7**  
**48720 ROSENDAHL-OSTERWICK**

You can find further information about our company, details of authorized representatives, and additional contact options in the imprint of our website: <https://www.muensterland-milch.de/>

## **WHICH DATA OF YOURS DO WE PROCESS AND FOR WHAT PURPOSES?**

We process the data that you have provided to us in connection with your application in order to assess your suitability for the position (or, if applicable, other open positions within our company) and to conduct the application process.

## **LEGAL BASIS FOR DATA PROCESSING**

The legal basis for processing your personal data in this application process is primarily § 26 BDSG in the version applicable from May 25, 2018. According to this provision, the processing of data is permissible if it is necessary for the decision on the establishment of an employment relationship.

If the data should be required for legal claims after the completion of the application process, data processing may be carried out on the basis of the prerequisites of Art. 6 GDPR, particularly for the exercise of legitimate interests pursuant to Art. 6(1)(f) GDPR. Our interest in such cases lies in asserting or defending claims.

## **DATA RETENTION PERIOD**

Data of applicants will be deleted after 6 months in the event of rejection. If you have consented to the further storage of your personal data, we will include your data in our applicant pool. Your data will be deleted from the pool after two years.

If you are selected for a position as part of the application process, your applicant data will be transferred to our personnel information system.

## **RECIPIENTS OF THE DATA**

For the application process, we use a specialized software provider who acts as our processor and may gain access to your personal data in connection with system maintenance and support. We have concluded a contract with this provider to ensure that data processing is carried out in a permissible manner.

Your applicant data will be reviewed by the HR department upon receipt of your application. Suitable applications will then be forwarded internally to the department heads responsible for the respective open position. The further process will be coordinated accordingly. In our company, only those individuals who require access to your data for the proper conduct of the application process will have access to it.

## **DATA PROCESSING LOCATION**

The data will be processed exclusively in data centers located in the Federal Republic of Germany.

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## **YOUR RIGHTS AS A „DATA SUBJECT“**

You have the right to request information about the personal data we process about you. If an information request is not made in writing, we kindly ask for your understanding that we may require evidence from you to verify your identity. Additionally, you have the right to request the correction, deletion, or restriction of processing of your personal data, as far as this is permitted by law. Furthermore, you have the right to object to the processing of your personal data in accordance with legal requirements. The same applies to the right to data portability.

## **OUR DATA PROTECTION OFFICER**

We have appointed a data protection officer in our company. You can reach them through the following contact options:

**IKO INDUSTRIE-KONTOR GMBH**  
**MATTHIAS DICKMANN BUNSENSTRASSE 8A**  
**21365 ADENDORF**  
**EMAIL: [dsb@muensterland-milch.de](mailto:dsb@muensterland-milch.de)**

## **RIGHT TO LODGE A COMPLAINT**

You have the right to lodge a complaint with a supervisory authority for data protection regarding the processing of your personal data by us.