

## **Information about processing your application data**

By way of these notices, we are informing you about the processing of your personal data by ETRIS Bank GmbH and the data protection rights to which you are entitled.

### **Who is responsible for the data processing and who can I contact?**

Controller:

ETRIS Bank GmbH, Dieselstraße 45, D-42389 Wuppertal,  
Tel.: +49 (0)2 02/6096 - 1500, e-mail: info@etrisbank.de

You can contact our data protection officer at:

ETRIS Bank GmbH, Dieselstraße 45, D-42389 Wuppertal,  
Data Protection Officer, E-mail: datenschutz@etrisbank.de

### **What data categories do we use and where do they come from?**

The personal data categories that are processed include, in particular, your master data (such as first name, surname, name affixes such as academic degrees/titles, nationality and personal number), contact data (such as private address, (mobile) telephone number, e-mail address) and the data from the entire application process (cover letter, certificates, questionnaires, interviews as well as any performance assessments, qualifications and previous activities). If you have also voluntarily provided special categories of personal data (such as health data, religious affiliation or degree of disability) in the application letter or during the course of the application procedure, processing shall only occur if you have consented to this.

Generally, your personal data are collected directly from you as part of the recruitment process. Furthermore, we may have received data by way of analogy to the above from third parties (e.g. recruitment agencies).

### **For which purposes and on what legal basis are data processed?**

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG) and all other relevant laws (e.g. AGG (German General Treatment Act) etc.).

The primary purpose of data processing is to conduct and process the application procedure and assess the extent to which you are suitable for the position in question. As a result, processing your applicant data is necessary to decide on the establishment of an employment relationship. The primary legal basis for this is Article 6(1) letter b), GDPR, in conjunction with Section 26(1), BDSG.

Data processing for statistical purposes (e.g. studies about applicant behaviour): the statistics are compiled exclusively for our own purposes and are never personalised, but rather rendered anonymous.

The processing of special categories of personal data is based on your consent in accordance with Article 9(2 a), GDPR, in conjunction with Section 26(2), BDSG. We provide special protection for such sensitive data.

Your applicant data shall be treated confidentially at all times. We shall only forward your personal data to third parties if this is necessary to establish and/or implement the employment relationship or if we undertake to do so by law, e.g. as part of criminal prosecution measures. If we wish to process your personal data for a purpose not stated above, we shall inform you in advance.

### **Who receives your data?**

Within our company, only those persons and departments (e.g. superiors, specialist departments) receive your personal data that require such data for the recruitment decision and to honour our contractual and legal obligations.

Furthermore, your personal data shall be forwarded to our parent company, Einkaufsbüro Deutscher Eisenhändler GmbH, as part of order processing for the purpose of establishing the employment relationship and handling personnel administration (e.g. conducting the application process, payroll accounting, pension calculation, travel expense accounting and holiday accounting). Furthermore, we work with an applicant management system that is also managed by our parent company. You can view and update your data at any time in the applicant management system at <https://career5.successfactors.eu/career?company=einkaufsbr>. Please note that you yourself are responsible for the accuracy of your data. For more detailed information, please see the data protection declaration on the portal.

### **Which data protection rights can you assert as a data subject?**

You can request **information** about the personal data stored about you free of charge at the above address. Furthermore, under certain conditions, you can request the correction or erasure of your data. You may also have the right to restrict the processing of your data and the right to receive the data, made available by you, in a structured, commonly used and machine-readable format. Furthermore, you have the right to object and the right to lodge a complaint with the competent data protection supervisory authority.

### **For how long will your data be stored?**

We erase your personal data three months following completion of the application process. This does not apply if legal provisions prevent the erasure or if further storage is required for the purpose of furnishing proof or if you have consented to longer storage.

### **How do we forward data outside Europe?**

If we forward personal data to service providers outside the European Economic Area (EEA), the data shall only be forwarded if the third country has been confirmed by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees (e.g. binding internal company data protection regulations or agreement of the EU Commission's standard contractual clauses) are in place. You can request detailed information about this and the level of data protection at our service providers in third countries using the contact information above.

### **Do you undertake to provide your data?**

As part of your application, you must provide the personal data required for the application process and the assessment of suitability. Without such data, we shall not be able to conduct the application process or make a decision about establishing an employment relationship.

### **Do you wish to complain about the handling of your data?**

You have the option of contacting the data protection officer stated above or a data protection supervisory authority. The data protection supervisory authority responsible for us is:

State Commissioner for Data Protection and Freedom of Information in North Rhine-Westphalia  
Kavalleriestr. 2-4  
D-40213 Düsseldorf,  
Tel.: +49 (0) 211/38424-0  
Fax: +49 (0) 211/38424-10  
[E-Mail: poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

#### **Right to object**

**If we process your data to protect legitimate interests, you may object to such processing on grounds relating to your particular situation. We shall then no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms, or the processing is aimed at asserting, exercising or defending legal claims.**

**The objection may be made informally using “Objection” entered as the subject line, stating your name, address and date of birth, and should be addressed to**

ETRIS Bank GmbH  
Dieselstraße 45  
D-42389 Wuppertal  
Tel.: +49 (0)202/6096 - 1500  
[E-Mail: info@etrisbank.de](mailto:info@etrisbank.de)