

Information sheet according to Art. 13 General Data Protection Regulations



Name and contact details of the person responsible:	Kählig Antriebstechnik GmbH Pappelweg 4 30179 Hannover Germany +49 (0) 511 – 67493 - 0
Contact details of the data protection officer:	Kählig Antriebstechnik GmbH The data protection officer Pappelweg 4 30179 Hannover Germany +49 (0) 511 – 67493 - 0 datenschutz@kag-hannover.de
Purposes and legal bases of the processing:	<p>Your data will be processed according to the regulations of the EU-DSGVO and the BDSG (new) if necessary for the establishment, execution or fulfilment of a contract or the implementation of pre-contractual measures. If the processing is required for the initiation or execution of a contract or pre-contractual measures, the processing is lawful according to Art. 6 para. 1 lit. b) DSGVO.</p> <p>If you give us express consent to process personal data for specific purposes (e.g. transfer to third parties, marketing purposes or promotional measures), the processing is lawful according to Art. 6 para. 1 lit. a) DSGVO. The data subject has the right to revoke their consent at any time. The revocation of consent does not affect the lawfulness of the processing carried out based on the consent until the cancellation.</p> <p>If necessary, we process your data beyond the actual contractual purposes to fulfil legal obligations according to Art. 6 para. 1 lit. c) DSGVO.</p> <p>In addition, processing may be carried out to protect the legitimate interests of us or third parties following Art. 6 para. 1 lit. f) DSGVO. If necessary, we will inform you separately, stating the legitimate interest as this is required by law.</p>

	<p>If you send us an application, we process your associated personal data (e.g. contact and communication data, application documents, notes in the context of job interviews, etc.) to the extent that this is necessary to decide on establishing an employment relationship. The legal basis for this is § 26 BDSG (new) under German law (initiation of an employment relationship), Art. 6 para. 1 lit. b) DSGVO (general contract initiation) and - if you have given your consent - Art. 6 para. 1 lit. a) DSGVO. At any time, you can revoke the consent. Your personal data will only be passed on within our company to persons involved in processing your application.</p>
<p>Categories of personal data:</p>	<p>We process data that is related to the establishment of the contract or the pre-contractual measures. That may be general data about you or persons in your company (name, address, contact details, etc.) and other data that you provide to us in the context of establishing the contract. In addition, data processing may occur as a result of the cookies set on our website. You can find more information about the cookies on our website in our data protection declaration.</p>
<p>Recipient of the data:</p>	<p>We will only pass on your data within the company to those areas and persons who need this data to fulfil contractual and legal obligations or to implement our legitimate interest.</p> <p>In addition, we may process your data based on order processing contracts following Art. 28 DSGVO. In these cases, we ensure that the processing carries out according to the DSGVO.</p> <p>Otherwise, data will only be forwarded to recipients outside the company if this is permitted or required by law if the forwarding is necessary for the processing and thus the fulfilment of the contract or, at your request, for the implementation of pre-contractual measures, if we have your consent or if we are authorised to provide information.</p>
<p>Duration of data storage:</p>	<p>As necessary, we process and store your data for the duration of our business relationship or the fulfilment of contractual purposes. That also includes, among other things, the initiation and execution of a contract.</p>

	<p>In addition, we are subject to various storage and documentation obligations, which result, among other things, from the German Commercial Code (HGB) and the German Fiscal Code (AO). The periods prescribed there for storage and documentation are two to ten years.</p> <p>Finally, the storage period also depends on the statutory limitation periods. According to §§ 195 et seq. of the German Civil Code (BGB), it is usually three years but can be up to thirty years.</p> <p>If we are unable to make you a job offer in the context of an application procedure, if you reject a job offer or withdraw your application, we reserve the right to retain the data you have provided based on our legitimate interests (Art. 6 para. 1 lit. f) DSGVO) for up to 6 months from the end of the application procedure (rejection or withdrawal of the application).</p>
<p>Right of withdrawel of consent:</p>	<p>The affected person has the right to revoke their consent at any time. The revocation of consent shall not affect the lawfulness of the processing carried out based on the consent until the cancellation.</p>

Information on the data subject rights

The person affected has the right to obtain confirmation from the controller as to whether personal data concerning them are processed. If this is the case, they have the **right to be informed** about these personal data and receive the information listed in detail in article 15 of the DSGVO.

The person affected has the **right to require the controller to correct** without delay any inaccurate personal data concerning them and, where applicable, to **complete any incomplete personal data** (Art. 16 DSGVO).

The person affected has the right to demand the erasing of the personal data from the controller without undue delay if one of the reasons listed in detail in Article 17 of the DSGVO applies, e.g. if the data is not needed for the purposes pursued (**right to erasure**).

The person affected has the **right to request the controller to restrict the processing** if one of the conditions listed in Art. 18 DSGVO is met, e.g. if the person affected has objected to the processing for the duration of the examination by the controller. In addition, the **controller must notify the recipients** in connection with the rectification or erasure of personal data or the restriction of processing (Art. 19 DSGVO).

The person affected also has the **right to data portability**, where applicable (Art. 20 DSGVO). The person affected has the **right to object** at any time, on grounds relating to their particular situation, to the processing of personal data concerning them, which carries out based on Article 6 para. 1 lit. e) or f). The controller shall no longer process the personal data unless it can demonstrate compelling legitimate grounds for the processing that override the interests, rights, and freedoms of the data subject or for the establishment, exercise or defence of legal claims (Article 21 of the DSGVO).

Without prejudice to any other administrative or judicial remedy, every affected person has the **right to complain of a supervisory authority** if the data subject considers that personal data processing infringes the DSGVO (Art. 77 DSGVO). The affected person may assert this right before a supervisory authority in the Member State of their residence, workplace of the alleged infringement. In Lower Saxony, the competent supervisory authority is:

The State Commissioner for Data Protection of Lower Saxony
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30159 Hannover
Germany

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