



Obligation to provide information to applicants in accordance with Articles  
13 and 14 GDPR

**Data processor**

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Name and contact data of the responsible party:

Mr Fabian Frank  
Ferdinand Kreutzer-Sabamühle GmbH  
Burgbernheimer Straße 11  
90431 Nuremberg  
Tel.: 0911/324720  
Email: info@saba.de  
Nuremberg Commercial Register HRB387  
VAT ID No. DE 133514741

Name and contact data of the data protection officer:

Ms Gisela Pöllinger  
Datenschutz Pöllinger GmbH  
Dresdner Str. 38  
92318 Neumarkt  
Tel.: 09181/2705770  
Email: datenschutz@datenschutz-poellinger.de

**Processing framework and origin of the data**

Purpose and legal basis of the processing Art. 6, Section 1 a) b) f) GDPR

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**Applicant data:** The collection, processing or use of the personal data of applicants is carried out in order to carry out the application procedure and to assess their suitability for the position in question.

The processing of your applicant data is necessary so that we can decide on the establishment of an employment relationship. The primary legal basis for this is Art. 6 Section 1 b) GDPR. If the processing of your data is based on consent, you have the right at any time to revoke such consent with effect for the future. The processing of special categories of personal data (e.g. health data) is based on your consent in accordance with Art. 9 Section 2a) GDPR, unless legal grounds for permission such as Art. 9 Section 2 b) apply. Your applicant data will be treated in confidence at all times. If we wish to process your applicant data for a purpose not mentioned above, we will inform you of this beforehand.



## Origin (source) and categories of personal data processed

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The categories of personal data processed include in particular your master data (first name, surname, name extensions, nationality), contact data (private address, (mobile) telephone number, email address) and other data relating to the application procedure (covering letters, references, questionnaires, interviews, qualifications and previous activities). If you have voluntarily provided special categories of personal data (e.g. health data, religious affiliation, degree of disability) in the application letter or in the course of the application process, processing will only take place if you have consented to this or if this is justified by statutory authorisation. As a rule, your personal data is collected directly from you as part of the recruitment process. In addition, we may have received data from third parties (e.g. recruiters) to whom you have made your data available for disclosure. In addition, we process personal data that we have legitimately obtained from publicly accessible sources (e.g. professional social networks). In this respect, your data will be processed on the basis of Article 6 Section 1 b) GDPR.

## Recipients (categories) of personal data

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**Within the company** only those persons and positions (management, HR department, specialist department, works council) who need your personal data for the recruitment decision and for the fulfilment of our pre-contractual and legal obligations will receive the data.

**External bodies** (contractual partners) if they are necessary for the fulfilment of the contract. External contractors (service providers) in accordance with Art. 28 GDPR for the processing of data on our behalf.

- IT service providers

Other external bodies, companies within the group or other external bodies for the fulfilment of the above-mentioned purposes, provided that the data subject has given his/her written consent, that this is necessary for the fulfilment of the contract or that transmission is permissible for an overriding legitimate interest.

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## Transfer to third countries

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Personal data will not be transferred outside the European Union.



### Duration of storage / deletion

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#### After the statutory retention period:

3 months	unsolicited applications (email), digital applications in general
6 months	applications based on advertised vacancies taking the General Equal Opportunities Act into account

If an employment relationship does not develop we delete your personal data at the latest six months after the conclusion of the application procedure. This does not apply if statutory provisions prevent the deletion or if further retention is necessary for the purpose of presenting evidence or if you have consented to longer retention. If we are unable to offer you a vacant position, but are of the opinion based on your profile that your application may be of interest for future vacancies, we will also retain your personal application data, provided you have given your express consent to this.

#### The corresponding data will also be deleted in accordance with Art. 17 GDPR if:

- data storage is no longer necessary
- the data subject has revoked consent to data processing
- the data has been processed unlawfully
- there is a legal obligation to delete under EU or national law.

### Rights of the data subject

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- Information about your personal data stored (Art. 15 GDPR) In particular, you may request information about the purposes of processing, the category of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, deletion, restriction of processing or objection, the existence of a right of appeal, the origin of your data, if it has not been collected by us, and the existence of automated decision-making including profiling and, if applicable, meaningful information on their details.
- Correction - if incorrect personal data is processed (Art. 16 GDPR).
- Deletion and restriction as well as objection against the processing (Art. 17, 18 and 21 GDPR).
- The right of data transferability (Art. 20 GDPR) You have the right to receive the personal data you have provided to us in a structured, common and machine-readable format or to request its transfer to another responsible party.
- Revocation of consent (Art. 7 Section 3 GDPR). As a result, we will no longer be allowed to continue processing data based on this consent in the future.
- Right of appeal to the competent supervisory authority (Art. 77 GDPR). The data protection supervisory authority responsible for us is: Bayerisches Landesamt für Datenschutzaufsicht, Promenade 18, 91522 Ansbach



## Right of objection

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If we process your data to safeguard legitimate interests in accordance with Art. 6 Section 1 f) GDPR, you may object to this processing for reasons arising from your particular situation. We will then no longer process your personal data unless we can prove compelling reasons for the processing worthy of protection which outweigh your interests, rights and freedoms, or if the processing serves to assert, exercise or defend legal claims. You have the right to object to the processing of your personal data for direct marketing purposes without stating any reasons.

## Right to revoke consent

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Within the meaning of Art. 6 Section 1 a or Art. 9 Section 2 a, each data subject has the right to revoke consent at any time and without any disadvantage to him/her or prejudice to the legality of the processing carried out on the basis of the consent which existed until revocation.

### **Please address any revocation of consents and objections in writing to:**

Peter Rieck  
Ferdinand Kreutzer-Sabamühle GmbH  
Burgbernheimer Straße 11  
90431 Nuremberg  
Email: datenschutz@saba.de

## Automated decision-making and profiling

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**No** automated procedures for decisions according to Art. 22 GDPR or other profiling measures according to Art. 4 No. GDPR are used.

## Up-to-date status and amendment of this duty to inform according to Art. 13 and 14 GDPR

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This duty to provide information on data protection is currently valid and has the status as of Oktober 2019.

Among other things, it may be necessary to change this information due to changes in legal or official requirements. The current obligation to provide information on data protection can be viewed and printed out at any time on the website:  
<https://www.sabamuehle.de/datenschutz.html>.