



Information on the handling of your personal data during the application process

We are pleased that you are applying or have applied for a position in our company. Below, you will find information in accordance with Art. 13 of the General Data Protection Regulation (GDPR) that your personal data are processed by us and which rights you have from the data protection law.

Responsible authority for data processing is:

TERRAX Außenhandels-GmbH
Legal Representative: Johannes Neisemeier
Endelner Feld 22
46286 Dorsten, Germany
Tel.: +49 (0)2369 20338-0
Email: info@terrax.de

You can reach our data protection officer at:

datenschutz@terrax.de

Which data do we use?

We process the personal data which you have brought to our knowledge in the course of your application.

Information for processing purposes and on the legal basis

We process the data you have sent us in connection with your application in order to assess your suitability for the position (or any other open position in our company) and to conduct the application process.

The legal basis for processing your personal data in this application procedure is primarily § 26 BDSG. This allows the processing of the data required in connection with the decision to establish an employment relationship. Should the data be necessary for legal prosecution after completion of the application procedure, data may be processed based on the requirements of Art. 6 of the GDPR, in particular, to safeguard legitimate interests pursuant to Art. 6 (1) of the GDPR. Our interest then lies in asserting or defending claims. If there is a need for a longer storage period (e.g. for further vacant positions or positions becoming vacant), this will be done on the basis of your written consent (pursuant to Art. 6 (1) lit. a of the GDPR).

Recipient of personal data

Your data will be reviewed by the management after receipt of your application. Appropriate applications will then be forwarded internally to the responsible specialists for the respective vacant position. In general, only those persons within the company who need your data for properly conducting our application procedure will have access to that data.

Transfer of your data to a third country (outside EU/EEA)

Your data will not be transferred to a third country.

Duration for which the personal data will be stored and criteria for determining that duration

Applicant's data will be deleted after 6 months in the event of a rejection.

In the event that you have given your consent to further storage of your personal data, we will transfer your data to our applicant pool where the data will be deleted after one year.

If you have been accepted for a position during the application process, the data from the applicant data system will be transferred to our personnel data system.

Your data protection rights:

- Right to information as regards the personal data concerned (Art. 15 of the GDPR)
- Right to rectification (Art. 16 of the GDPR), erasure (Art. 17 of the GDPR) including the right to restriction of processing (Art. 18 of the GDPR)
- Right to object to the processing of your personal data (Art. 21 of the GDPR)
- Right to data portability (Art. 20 of the GDPR)
- The right to revoke consent granted at any time without affecting the lawfulness of the processing carried out on the basis of the consent up to the point of withdrawal (Art. 7 (3) of the GDPR)
- Right of appeal to a supervisory authority (Art. 77 of the GDPR); your supervisory authority is:
Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen
Kavalleriestr. 2-4
40213 Düsseldorf, Germany
Telephone: +49 (0)211 38424-0
Fax: +49 (0)211 38424-10
Email: poststelle@ldi.nrw.de
- Right to information as to whether the provision of personal data is required by law or contract or necessary for concluding a contract and whether the data subject is obliged to provide the personal data and the possible consequences of not providing the data.

I have read and acknowledge the information regarding the handling of my personal data:

First name and surname in legible print:

Date:

Signature: