

Castolin Eutectic GmbH

25th July 2024

Information for applicants according to Art. 13, 14 GDPR

Compliance with data protection regulations is of great importance to our company. We would like to inform you below about how we process your personal data.

1. Who is responsible for your data processing?

The company named in the job description is responsible for data collection and processing.

Contact email address: personal@castolin.com

2. Application procedure

2.1. What categories of data do we use in the course of the application process?

As part of the application process, we process data from you that we need to decide whether to establish the employment relationship. This includes in particular your contact details, such as your name and address, your e-mail address and all data related to the application, such as your CV, certificates, qualifications, answers to questions, etc.

If you also voluntarily provide us with personal data, for example via the free text field ("Cover letter") as part of an online application via our website, the data provided will be determined at your discretion. However, please note that in such free text fields, for example, only such data/information should be provided that is absolutely necessary for the specific application.

2.2. For what purposes and on what legal basis is data processed?

We will only use your application documents to carry out the application process. Your documents will only be processed in order to be able to make a decision about hiring you. The legal basis for this is Art. 6 para. 1 p. 1 lit. b GDPR in conjunction with Art. 88 para. 1 GDPR.

If the data is required for legal prosecution after the application process has been completed, data processing may be carried out to safeguard legitimate interests in accordance with Art. 6 Para. 1 lit. f GDPR. Our interest then consists in the defense of claims.

If, for example, you have made use of our free text field as part of your application, we process this data on the basis of your revocable consent pursuant to Art. 6 (1) sentence 1 lit. a, Art. 7 GDPR. If consent has otherwise been obtained from you to process personal data for specific purposes (e.g. inclusion in an applicant pool for later consideration), the legal basis for processing this data is Art. 6 para. 1 lit. a, Art. 7 GDPR.

You can revoke your consent at any time with effect for the future. To do so, please contact personal@castolin.com. Your records will then be deleted immediately.

3. Talent pool

3.1. Which categories of data do we use in the course of the application process?

If your application cannot currently be considered, but we still find you interesting as a candidate, we may ask for your consent to include you in our talent pool. For this purpose, we process the data that you provided in advance in the application process. This includes in particular your contact details, such as your name and address, your e-mail address and all data related to the application, such as your CV, certificates, qualifications, answers to questions, etc.

If you also voluntarily provide us with personal data, for example via the free text field in the context of an online application via our website, the data provided will be determined at your discretion. Please note, however, that only such data/information should be provided in such free text fields that is absolutely necessary for the specific application.

3.2. For what purposes and on what legal basis is data processed?

We store and process your data exclusively with your consent in accordance with Art. 6 Para. 1 lit. a GDPR.

You can revoke your consent at any time with effect for the future. To do so, please contact personal@castolin.com. Your records will then be deleted immediately.

Inclusion in our talent pool is voluntary and failure to do so will not affect other ongoing application processes in the Castolin Eutectic Group.

3.3. Data recipient

If you agree to be included in the talent pool, we will check whether you are eligible for a position at the Castolin Eutectic Group.

4. Who also receives your data?

As the person responsible, we will of course treat your data confidentially and will not pass it on to third parties.

Within our group of companies, your data will only be accessed by those departments that need it to fulfil the above-mentioned purposes.

If necessary, we use service providers who are strictly bound by instructions and who support us e.g. in the areas of IT, provision of an applicant portal or the archiving and destruction of documents and with whom separate contracts for commissioned processing have been concluded.

5. How long will your data be stored?

If there is no legal retention period, the data will be deleted as soon as storage is no longer necessary or the justified interest in storage has expired. If you are not hired, this is usually the case no later than six months after completion of the application process or after receipt of the rejection. We also delete your data if you [revoke your consent](#) to the processing of your data.

If you have not been recruited but your application is still of interest to us, we will ask you if we may keep your application on file for future vacancies.

We store applications that we have included in the talent pool for 1 year. After that, the documents are deleted.

Your declaration of consent for inclusion in our talent pool will be kept for 3 years to comply with our accountability obligations as defined in Art. 5 (2) GDPR.

6. What data protection rights can you assert as a data subject?

As a data subject, you have the right to information about the personal data concerning you (Art. 15 GDPR) as well as the right to have inaccurate data corrected (Art. 16 GDPR) or to have it deleted if one of the reasons mentioned in Art. 17 GDPR applies, e.g. if the data is no longer needed for the purposes pursued. There is also the right to restriction of processing if one of the conditions listed in Art. 18 GDPR applies and, in the cases of Art. 20 DSGVO, the right to data portability. If the processing of data is based on your consent, you are entitled to revoke your consent to the use of your personal data at any time in accordance with Art. 7 DSGVO. Please note that the revocation is only effective for the future. Processing that took place before the revocation is not affected. Please also note that we may have to retain certain data for a certain period of time in order to comply with legal requirements despite your revocation (see "How long is your data stored").

Right of objection/right of revocation

In cases where we process your personal data on the legal basis of Art. 6 (1) sentence 1 lit. e or f GDPR, you have the right to object at any time for reasons arising from your particular situation. We will then no longer process the personal data unless there are demonstrably compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

You can also revoke your consent in accordance with Art. 6 para. 1 lit. a GDPR at any time with effect for the future.

For questions regarding data protection and to assert your rights as a data subject, please first contact the following e-mail address:

dataprotection@castolin.com

Furthermore, as a data subject, you have the right to lodge a complaint with a supervisory authority if you are of the opinion that the processing of data concerning you violates data protection provisions. The right of complaint may in particular be asserted before a supervisory authority in the Member State of the place of residence or workplace of the data subject or the place of the alleged infringement.

7. Does automatic decision-making/profiling take place?

The decision about your employment is not based exclusively on automated processing. Therefore, no automated decision/profiling takes place in individual cases within the meaning of Art. 22 GDPR.

8. Contact details of the data protection officer

Our company data protection officer will be happy to provide you with information or suggestions on the subject of data protection. Please contact us for this purpose:

dataprotection@castolin.com

9. Amendment of this applicant information

This data protection information was updated last 25th July.