



## PRIVACY POLICY FOR APPLICANTS

The protection and security of your personal data is very important to RAYLASE. We take the legal requirements of data protection and data security very seriously.

The following information applies to applicants to RAYLASE GmbH and provides information to you about the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. In addition, we inform you of any rights that you have with respect to your personal data.

In no case will your personal data be transmitted to third parties, unless otherwise specified below.

### 1. WHO IS RESPONSIBLE FOR YOUR PERSONAL DATA?

RAYLASE GmbH, Argelsrieder Feld 2+4, 82234 Wessling is responsible for the processing of your personal data.

### 2. WHAT IS PERSONAL DATA?

"Personal data" means any information relating to an identified or identifiable natural person. In your case, this includes all of the information you provide us with in the course of your application or which we can connect to you.

### 3. HOW DO WE COLLECT PERSONAL DATA?

We collect your personal data mainly by asking you to provide it, e.g., when you express interest in a job posting. Other personal data is captured by our IT systems automatically in the course of the application process. Further details are given below.

### 4. WHAT PERSONAL DATA IS PROCESSED AND FOR WHAT PURPOSE?

If you submit your application to us by e-mail, we process the information you provide to us as part of your application on the basis of Art. 88 EU General Data Protection Regulation of the European Union and Section 26 Bundesdatenschutzgesetz [German Federal Data Protection Act]. This information includes for example

- Salutation
- First name and surname
- E-mail address
- Address
- Telephone number, optionally mobile phone number and fax number
- Curriculum vitae
- References
- Optionally banking details for reimbursement of travel expenses

Your data and our correspondence with you during your application procedure is stored at our site. However, this data is accessible exclusively to the recruiting team and the offices affected by the position.

If your application is successful, the data and files you provide may be processed further and used by RAYLASE GmbH for purposes of your employment in an employment relationship.

If your application for a position is not successful, we store the information and files you send us in our applicants' database for six months to enable us to answer any questions about your application that arise subsequently. If there is no statutory retention period (exceptions are for example payments of travel expenses), the data and files will be erased at the end of six months, unless you request that they be retained for longer, in our applicants' pool, for example. Your data will not be included in our applicants' pool without your express consent. Your data will be stored in the applicants' pool for two years, after which time it will be erased.

### 5. RECIPIENTS OF YOUR PERSONAL DATA / THIRD-COUNTRY TRANSFER

- 5.1 In addition to the recipients mentioned in section 4 above, we may disclose or transmit your personal information to IT service providers. The IT service providers are carefully selected by us and work for us as processors.



**5.2** Any additional transfer of your personal data to recipients in countries outside the European Union is not intended.

## **6. DATA PROTECTION OFFICER**

The data protection officer can be contacted by mail at [compliance@raylase.de](mailto:compliance@raylase.de) or RAYLASE GmbH, Argelsrieder Feld 2 + 4, 82234 Wessling, Germany.

## **7. YOUR RIGHTS**

You have the following rights with regard to your personal data:

- Right of access
- Right to rectification or erasure and, where appropriate, restriction of processing
- Right to object to further processing
- Right to data portability
- Right to withdraw data protection consent, in case you have given us such consent

You also have the right to lodge a complaint with a supervisory authority.

Dated: December 2018