

Information Obligation When Collecting Personal Data Pursuant to Art. 13 GDPR

With the following information, we would like to give you an overview of the collection, processing and use of your personal data as part of our application process, as well as your rights under data protection law. The specific data processed and the way in which it is used depend largely on the scope of the individual application.

§ 1 Contact Details

Controller pursuant to Art. 4 para. 7 GDPR:

Broadcast Solutions GmbH
Alfred-Nobel-Str. 5
55411 Bingen am Rhein (GER)
Phone: +49 (0) 6721 4008-0
info@broadcast-solutions.de

Data Protection Officer of Broadcast Solutions GmbH:

Broadcast Solutions GmbH
Alfred-Nobel-Str. 5
55411 Bingen am Rhein (GER)
Phone: +49 (0) 6721 4008-106
datenschutz@broadcast-solutions.de

Responsible Data Protection Supervisory Authority:

Postfach 30 40
55020 Mainz (GER)
poststelle@datenschutz.rlp.de

§ 2 Information on the Processing of Personal Data

(1) Purpose of processing your personal data and legal basis for processing

We process your personal data for the purpose of establishing an employment relationship, in accordance with Art. 6 para. 1 lit. b GDPR. The processing is carried out exclusively for the purpose of assessing your suitability, qualifications and professional performance related to the position for which you are applying. We also process your personal data for certain purposes, for example for longer storage, if you have given us your consent to data processing within the scope of Art. 6 para. 1 lit. a GDPR.

Where applicable, we may also be required to process your personal data pursuant to Art. 6 para. 1 lit. c GDPR. This may include various legal obligations, for example under Section 257 of the German Commercial Code, Section 147 of the German Fiscal Code and the GoBD regarding the retention of tax-relevant data, the German Social Code, the General Equal Treatment Act (AGG) and other relevant laws.

(2) The following categories of data are collected

We process personal data that we receive from you as part of the application process, for example through your application letter, CV, certificates, correspondence, telephone conversations or verbal information.

The following categories of data may be affected:

- ✘ Address data, such as name and address
- ✘ Contact data, such as telephone number and email address
- ✘ Bank details
- ✘ Special categories of personal data, such as health data, illnesses and disabilities
- ✘ Application data, such as certificates and CV

(3) Recipients or categories of recipients of the data

Your data is initially accessible to our HR department, as well as to the hiring department responsible for the position for which you have applied. Our administrators and processors may also have technically necessary access to data processed by IT systems. They are strictly bound by our instructions and may not process the data for their own purposes. In certain cases, we must disclose your personal data to third parties, for example to postal service providers if we communicate with you by letter.

In addition, third parties may receive data for certain purposes if this is legally required as part of your application, for example notification to the Federal Employment Agency.

No data is transferred to bodies in countries outside the European Union, known as third countries.

(4) Duration of data storage

Your personal data will be stored for as long as necessary to fulfil our contractual and legal obligations within the application process.

If your application is successful, your personal data will be added to your personnel file and used for the implementation and termination of the employment relationship. If we are unable to offer you employment, we will continue to process your personal data for up to six months after sending the rejection. If you have given your consent for your data to be stored beyond the prescribed period, the storage period may be extended accordingly, up to a maximum of two years.

If the data is no longer required to fulfil contractual or legal obligations, it will be deleted unless storage is required due to statutory retention periods, for example to fulfil commercial and tax retention obligations of ten years.

§ 3 Your Rights as a Data Subject

As a data subject affected by this data processing, you have the following rights, which you may exercise against us and/or our service providers:

- ✘ Right of access
- ✘ Right to rectification or erasure
- ✘ Right to restriction of processing
- ✘ Right to object to processing
- ✘ Right to data portability

You have the right to file a complaint with the responsible authority, whose address is stated above, if a data protection breach has occurred or if there is suspicion of a data protection breach.

You have the right to withdraw any data protection consent that you have given to our company.

You are welcome to contact datenschutz@broadcast-solutions.de to exercise your data subject rights.



§ 4 Reason for Providing Your Data and Possible Consequences of Not Providing It

You are not obliged to provide us with personal data.

However, we can assess your suitability, qualifications and professional performance regarding the position for which you have applied, only if we receive information particularly about your education, work experience and skills. Without providing your contact details, we cannot include you in the application process.

§ 5 Withdrawal of Consent

You have the right to withdraw any data protection consent that you have given to our company at any time. If consent is withdrawn, the lawfulness of the processing carried out based on the consent before its withdrawal remains unaffected.

You are welcome to contact **datenschutz@broadcast-solutions.de** to withdraw your consent.

§ 6 Note

This document is provided for your information only. You do not need to take any action. If you have any questions, comments or suggestions regarding this information letter or our handling of data protection, please contact our Data Protection Officer.