

Data privacy information for applicants

status: 07.2023

The protection of your personal data is very important to us. In the following, we inform you about the collection and use of personal data in the application process.

1. Responsible Party for Data Protection

1.1 The person responsible pursuant to Article 4 (7) of the EU General Data Protection Regulation (**EU-GDPR**) is the corresponding entity of the A.S. Création – group. You can contact the data protection officer via email or via post:

A.S. Création Tapeten AG, Südstraße 47, 51645 Gummersbach, Germany / datenschutz@as-creation.de

A.S. Création (NL) B.V., de Hoogjens 1C, 4254 XV Sleeuwijk, the Netherlands / contact@as-creation.nl

Crealis S.A.S., 20, boulevard Michel Strogoff, 80440 Boves, France / accueil@lutece-gpfb.com

1.2 The person responsible pursuant to art. 4 Abs. 7 UK General Data Protection Regulation (**UK-GDPR**) is **A.S. Création (UK) Ltd.**, Crosby Road North, Waterloo, Merseyside L22 0PJ, UK. You can contact the data protection officer via email or via post: dataofficer@ascreation.co.uk

2. Your Rights

2.1 You have the following rights regarding your personal data:

- right of access,
- right to rectification or erasure,
- right to restriction of processing,
- right to object to processing,
- right to data portability.

2.2 If you have given your **consent** to the processing of your data, you may revoke this consent in whole or in part at any time. Such revocation will affect the permissibility of the processing of your personal data for the future.

2.3 Insofar as we base the processing of your personal data on **balancing of interests**, you may object to the processing. Please tell us the reasons why we should not process your personal data. Based on your submission, we will review the factual and legal situation and either stop

or adjust the data processing or demonstrate our compelling legitimate grounds on the basis of which we will continue the processing.

- 2.4 Please direct your enquiries to the responsible data protection officer. You also have the right to make a complaint to a data protection supervisory authority about our processing of your personal data.

3. What personal data we process

- 3.1 We process personal data which we receive from you directly by email or post or indirectly via a recruitment agency or at your instruction from another third party. These are your contact details, details in your CV, certificates if applicable, references.
- 3.2 In addition, to the extent permitted by law, we may check information provided by you as part of the application process through publicly available sources (e.g., social media) or - with your consent - contact references or obtain certificates of good conduct. This information will only be used as the basis for our decision on your application if this does not conflict with your interests worthy of protection.
- 3.3 We do not use automated decision making or profiling.

4. For which purposes we process it

- 4.1 We process your data for the purposes of carrying out the application process. If your application is successful, we will also process your data to establish the employment relationship.
- 4.2 In the event of an unsuccessful application, we may, with your consent, retain your data for further future job offers and/or share it with other potential employers within our group of companies.
- 4.3 Furthermore, personal data may be processed if this is necessary for the purposes of asserting, exercising or defending legal claims.

5. Legal basis of the processing

- 5.1 The legal basis for processing your data in the context of the application procedure is art. 6 para. 1 p. 1 lit. b GDPR.
- 5.2 The legal basis for processing your data based on your consent is art. 6 para. 1 p. 1 lit. a GDPR.

- 5.3 The legal basis for the assertion, exercise or defence of legal claims is our legitimate interest according to art. 6 para. 1 p. 1 lit. f GDPR.

6. Recipients of personal data

- 6.1 We only share your applicant data with the persons to be involved, such as the personnel department, department manager, - if applicable - works council and personnel service provider. We do not share your data with other third parties unless you have consented to this, or this is necessary to comply with a legal obligation or for the assertion, exercise or defence of legal claims.
- 6.2 As part of the administration and processing of our applicant procedure, we have sometimes engaged service providers. We have bound them to us with contracts for order processing, i.e., they process personal data exclusively on our behalf and on our instructions.

7. Storage period

We retain your personal data for the duration of the application process or for the period specified in your consent. We will return any original documents to you after the conclusion of the application process for our discharge. Beyond this, we delete/destroy your personal data unless further storage is necessary for the purpose of asserting, exercising or defending legal claims or on the basis of a legal obligation (e.g., retention obligations under tax or commercial law).

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