

Employee information about data protection

In order to create greater transparency in relation to the processing of personal data by companies, European legislators have introduced a new information obligation. As soon as any data is collected, you as the employee should learn what will happen to your personal data and for what purposes it is to be processed. You are provided with the information below as a result of Art. 13 of the GDPR.

1. Information pursuant to Art. 13 (1) of the GDPR

1.1 Controller and data protection officer

The controller for the purpose of processing personal data is HWI pharma services GmbH, Rheinzaberner Str. 8, 76761 Rülzheim, represented by the management: Dr. Melanie Kerst, Dr. Frank Böttcher, Dr. Stefan Wissel. You can contact the controller using the following contact details:

Phone +49 (0) 7272 7767-0

Fax +49 (0) 7272 7767-11

E-mail: info@hwi-group.de

You can contact the company data protection officer by e-mailing:

datenschutz@m-consecom.de.

1.2 Purposes, legal bases and provision of your data

Your personal data is processed in order to carry out the application process and to assess you in this context. Furthermore, we use your data to communicate with you and to protect our interests in the event of a legal dispute.

The admissibility of this processing is based on Section 26 (1) of the German Data Protection Act (new), according to which your personal data may be processed for employment-related purposes if this is necessary for deciding on establishing your employment relationship.

In some cases, the admissibility of this processing is further based on Art. 6 (1 f) of the GDPR, according to which processing is necessary for the purpose of preserving our legitimate interests or the legitimate interests of a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data. Our legitimate interest consists in assessing your performance and qualifications, digitising documents and the optimisation of the work processes taking place overall.

In individual cases, the admissibility of the processing may be based on Art. 6 (1 a) of the GDPR, according to which the processing is permitted if you have given your consent to the processing of the personal data relating to you for one or more specific purposes.

You are obliged to provide the data which is required for the purpose of carrying out the application process. Without this data, we cannot consider your application. This relates to any processing done on the basis of Section 26 (1) of the German Data Protection Act (new).

In relation to the execution of the application process, you have an obligation to allow us to process your data. In the event that you fail to provide data, you will face legal disadvantages such as not taking your application into account. This relates to any processing done on the basis of Art. 6 (1 f) of the GDPR.

Employee information about data protection

In relation to the processing of specific data, you have no obligation to provide it. You will not suffer any disadvantages as a result. This relates to any processing done on the basis of consent granted pursuant to Art. 6 (1 a) of the GDPR.

1.3. Recipient of your personal data

As part of your employment relationship, your personal data will be passed on to the following recipients:

- › departments and internal bodies that are involved in implementing the respective business processes (e.g. personnel management, IT department)
- › the processor within the meaning of Art. 28 of the GDPR
- › contractual partners (e.g. banks in case of travel expense reimbursement)

We have no intention of transferring your personal data to a third country outside the EU or the EEA.

2. Information pursuant to Art. 13 (2) of the GDPR

2.1 Length of storage

The first time that your data is stored is when your application is received. The length of time is dictated primarily by the statutory retention obligations and by our legitimate interest in further retention. Your application documents are retained for 6 months after an application has been rejected, unless you have granted consent to a longer period of retention

A longer retention period may arise in an individual case if we have a legitimate interest in this and your interests worthy of protection do not oppose this.

2.2 Rights of data subjects

You have the following rights: you have a right to information (Art. 15 of the GDPR), rectification (Art. 16 of the GDPR), erasure (Art. 17 of the GDPR), restriction of processing (Art. 18 of the GDPR) and to data portability (Art. 20 of the GDPR). We shall endeavour to deal with any requests swiftly.

If your personal data is processed on the basis of Art. 6 (1 f) of the GDPR, you have a right to object if there are grounds for doing so relating to your particular situation or the objection is to direct marketing (Art. 21 of the GDPR). If you object to direct marketing, we will no longer send you any marketing messages.

2.3 Revocability of the consent

Any consent to the processing of personal data that is granted can be revoked at any time. The lawfulness of the processing on the basis of the consent granted up until it is revoked remains unaffected.

2.4 Right to complain to a supervisory authority

You have the right to lodge a complaint with a supervisory authority (Art. 77 of the GDPR).