

Bizerba SE & Co. KG
Headquarters Balingen
Postfach 10 01 64
72301 Balingen

Wilhelm-Kraut-Straße 65
72336 Balingen
www.bizerba.com
T +49 7433 12-0

BIZERBA

Privacy Notice for Applicants

Who is responsible for data processing?

Verantwortlich für die Datenverarbeitung:

Bizerba SE & Co. KG
Wilhelm-Kraut-Straße 65
72336 Balingen

How can I reach the data protection officer?

DEUDAT GmbH
Christian Müller
Zehntenhofstraße 5 b
65201 Wiesbaden

Contact details:

Phone: 0160 90 25 28 19
E-Mail: christian.mueller@deudat.de

For what purposes and on what legal basis are my data processed?

We process personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG).

We process your personal data for the purpose of conducting the application process. This includes reviewing your application documents, communicating with you, organizing interviews, and making decisions about a possible hiring. The legal basis for this is Art. 6 para. 1 lit. GDPR (performance of pre-contractual measures) in conjunction with § 26 para. 1 BDSG.

Additionally, we process your private email address and mobile number for the following purposes:

1. Sending employment contract documents via DocuSign (for digital signing of employment contract documents)
2. Sending the myBiz initial password for logging into our myBiz employee app (including multi-factor authentication)

The legal basis for this is also Art. 6 para. 1 lit. b GDPR.

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USt-IdNr.: DE 144835104, GLN 40 14116 00000 3, WEEE-Reg-Nr. DE 76764256

Description of processing

Your application is recorded via SAP SuccessFactors and reviewed in the system by the responsible recruiter and the responsible manager. Communication with you (confirmation of receipt, invitation, rejection) is done via email from the system. In case of rejection, your applicant profile is moved to the 'rejection' status, which means the manager no longer has access to your data. The offer creation is done by the HR Business Partner.

- a. to fulfill contractual obligations (Art. 6 para. 1 b GDPR in conjunction with Art. 88 GDPR and § 26 para. 1 sentence 1 BDSG)

Data processing is primarily carried out to establish, conduct, or terminate the employment relationship within the framework of the contract existing with you or to carry out pre-contractual measures that are carried out upon request. If you use additional services (e.g., childcare, parking), your data will be processed to fulfill these additional services, as far as this is necessary.

Who receives my data?

Within our company, only the persons involved in the application process have access to your data. This includes:

- Responsible managers
- (Global) HR Business Partner
- HR clerks
- HR Payroll
- IT system coordinators
- Internal and external auditors
- Works council (access to applicant data from BR consultation)

In addition, external IT service providers for SAP, Aconso, and DocuSign may have access to your data as part of their services.

Regarding the transfer of data to recipients outside our company, it should first be noted that we, as an employer, only transfer necessary personal data in compliance with applicable data protection regulations. We may generally only transfer information about our employees if legal provisions require it, the employee has consented, or we are otherwise authorized to transfer it.

Under these conditions, recipients of personal data may include:

- Social security agencies
- Health insurance funds
- Pension schemes
- Tax authorities
- Professional associations
- Public authorities and institutions (e.g., European Central Bank, European Banking Authority, Deutsche Bundesbank, Federal Financial Supervisory Authority, tax authorities, law enforcement authorities) if there is a legal or official obligation
- Other credit and financial services institutions or comparable institutions to which we transfer personal data to carry out the contractual relationship (e.g., for salary payments)
- Economic and payroll auditors
- Service providers we use within the framework of order processing relationships
- Third-party debtors in the case of wage and salary garnishments
- Insolvency administrator in the case of personal bankruptcy

Other data recipients may be those entities for which you have given us your consent to transfer data or to which we are authorized to transfer personal data based on a balance of interests.

Are data transferred to a third country or an international organization?

Data transfer to entities in countries outside the European Union and the European Economic Area (so-called third countries) takes place if

- this is legitimized by legitimate interest under data protection law and no higher legitimate interests of the data subject oppose this.

If we transfer personal data to service providers or group companies outside the European Economic Area (EEA), the transfer only takes place if the third country has been confirmed by the EU Commission to have an adequate level of data protection or other appropriate data protection guarantees (e.g., binding corporate data protection rules or EU standard contractual clauses) are in place.

In the case of DocuSign, the data protection requirements are met within the framework of the Data Privacy Framework.

How long will my data be stored?

We process and store your personal data as long as it is necessary to fulfill our contractual and legal obligations. It should be noted that the employment relationship is a long-term obligation, which is designed for a longer period.

If the data are no longer required to fulfill contractual or legal obligations, they are regularly deleted, unless their - temporary - further processing is necessary for the following purposes:

- Fulfillment of legal retention obligations, which may arise from: Social Code (SGB IV), Working Hours Act, Works Constitution Act (BetrVfG), Pay Transparency Act, Commercial Code (HGB), Tax Code (AO), Banking Act (KWG), Money Laundering Act (GwG), and Securities Trading Act (WpHG). The retention and documentation periods specified there are generally six to ten years.
- Preservation of evidence within the framework of statutory limitation periods. According to §§ 195 ff of the Civil Code (BGB), these limitation periods can be up to 30 years, whereby the regular limitation period is 3 years.

The automatic deletion of documents within DocuSign takes place after 90 days, provided there are no further legal or contractual retention obligations. In other systems, such as the electronic personnel file, the data may be stored for a longer period.

If data processing is carried out in the legitimate interest of us or a third party, the personal data will be deleted as soon as this interest no longer exists. The mentioned exceptions apply. If your personal data are processed based on consent, the data will be stored until the pursued purpose is fulfilled or this consent is revoked by you with effect for the future, unless one of the mentioned exceptions applies.

What data protection rights do I have?

Every data subject has the right to information according to Article 15 GDPR, the right to rectification according to Article 16 GDPR, the right to deletion according to Article 17 GDPR, the right to restriction of processing according to Article 18 GDPR, the right to object from Article 21 GDPR, and the right to data portability from Article 20 GDPR. The restrictions according to §§ 34 and 35 BDSG apply to the right to information and the right to deletion. You can assert these rights against the State Commissioner for Data Protection and Freedom of Information Baden-Württemberg, Lautenschlagerstraße 20, 70173 Stuttgart. In addition, there is a right to lodge a complaint with a competent data protection supervisory authority (Article 77 GDPR in conjunction with § 19 BDSG).

You can revoke a given consent to the processing of personal data at any time. This also applies to the revocation of consent declarations that were given to us before the GDPR came into force, i.e., before May 25, 2018. Please note that the revocation only takes effect for the future. Processing that took place before the revocation is not affected.

Do I have an obligation to provide data?

Within the framework of our employment relationship, you must provide the personal data that are necessary for the establishment, execution, and termination of the employment relationship and to fulfill the associated contractual obligations or that we are legally or based on a collective agreement obliged to collect. Without this data, we will generally not be able to conclude, execute, and terminate a contract with you.

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In part, disadvantages may arise if you do not provide certain personal data, e.g., lack of facilitating work tools for severely disabled persons, additional contribution to long-term care insurance in the case of childlessness.

If you do not provide us with the necessary information and documents, this may prevent the establishment and execution of the employment relationship.

Information about my right to object according to Article 21 GDPR

Right to object on a case-by-case basis

You have the right to object at any time, for reasons arising from your particular situation, to the processing of personal data concerning you, which is carried out based on Article 6 para. 1 lit. e GDPR (data processing in the public interest) and Article 6 para. 1 lit. f GDPR (data processing based on a balance of interests); this also applies to profiling based on these provisions within the meaning of Article 4 No. 4 GDPR.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights, and freedoms, or the processing serves to assert, exercise, or defend legal claims.

Recipient of an objection

The objection can be made informally with the subject 'Objection' stating your name, address, and date of birth and should be addressed to:

DEUDAT GmbH
Zehntenhofstraße 5b
65201 Wiesbaden

Contact details:

E-Mail: datenschutzbeauftragter@bizerba.com

Audio and video conferences

Data processing

For communication with our customers, we use, among other things, online conference tools. The tools we use are listed below. If you communicate with us via video or audio conference over the Internet, your personal data will be collected and processed by us and the provider of the respective conference tool.

The conference tools collect all data that you provide/use to use the tools (email address and/or your phone number). Furthermore, the conference tools process the duration of the conference, start and end (time) of participation in the conference, number of participants, and other 'context information' related to the communication process (metadata).

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In addition, the provider of the tool processes all technical data required for the handling of online communication. This includes, in particular, IP addresses, MAC addresses, device IDs, device type, operating system type and version, client version, camera type, microphone or speaker, and the type of connection.

If content is exchanged, uploaded, or otherwise provided within the tool, this content is also stored on the servers of the tool providers. Such content includes, in particular, cloud recordings, chat/instant messages, voicemails, uploaded photos and videos, files, whiteboards, and other information shared during the use of the service. Please note that we do not have full control over the data processing operations of the tools used. Our options are largely determined by the corporate policy of the respective provider. For further information on data processing by the conference tools, please refer to the data protection notices of the respective tools listed below.

Purpose and legal basis

The conference tools are used to communicate with prospective or existing contractual partners or to offer certain services to our customers (Art. 6 para. 1 sentence 1 lit. b GDPR). Furthermore, the use of the tools serves the general simplification and acceleration of communication with us or our company (legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR). If consent has been requested, the use of the respective tools is based on this consent; the consent can be revoked at any time with effect for the future.

The data collected directly by us via the video and conference tools will be deleted from our systems as soon as you request us to delete them, revoke your consent to storage, or the purpose for data storage no longer applies. Stored cookies remain on your device until you delete them. Mandatory legal retention periods remain unaffected. We have no influence on the storage duration of your data, which are stored by the operators of the conference tools for their own purposes. For details, please refer directly to the operators of the conference tools.

Used conference tools

We use the following conference tools:

Microsoft Teams

We use Microsoft Teams. The provider is Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399, USA.

For details on data processing, please refer to the privacy policy of Microsoft Teams:
<https://privacy.microsoft.com/en-us/privacystatement>.

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