

**Information letter on the collection of personal data
regarding your application documents pursuant to Article 13, 14 and 21 GDPR**

1. Identity of the controller and Contact details of the data protection officer (dpo)

Villeroy & Boch AG
Saaruferstraße
66693 Mettlach
Telefon +49 (0) 68 64 / 8 10
E-Mail: Information(at)villeroy-boch.com

Villeroy & Boch AG
Datenschutzbeauftragter
Saaruferstraße
66693 Mettlach
E-Mail: service.datenschutz(at)villeroy-boch.com

2. Purpose of the processing for which the personal details are intended & obligation to the provision of the data

We process your data in order to evaluate your suitability for the job you applied for and to contact you for the application procedure.

The provision of personal data is neither a statutory nor a contractual requirement. If you do not provide the data we cannot evaluate if you are a potential staff member we want to hire.

3. Legal basis for the data processing

Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; Art. 6 (1) b. GDPR.

4. Recipients/categories of recipients

Within our company only those staff members are granted access who are involved in the application procedure. Usually this is (aside from the Human Resources department) the applicable speciality department.

We only do share your data with external parties within the boundaries of the law and the GDPR in particular and only if necessary. Categories of possible recipients are:

- companies within the Villeroy & Boch Group if your application is in context of the company
- IT service providers i.e. for support or for applications used for the application procedure
- service providers for data and document destruction
- authorities and courts (for legal obligations)
- law firms (for enforcement of claims)
- financial institutions for the payment transactions
- Insurances or insurance brokers
- tax consultants
- accountants within their legal audit assignment

5. Transfer to a third country

No transfer of data to a third country is intended.

6. Period for which the personal data will be stored

We will delete your application documents within six months after we rejected your application. If you give us your consent to store your application we keep your application documents for the period mentioned in the declaration of consent.

7. Obligation to provide data

The provision of personal data is neither legally nor contractually required. However, without the information provided, it is not possible to process the application.

8. Automated decision-making

We do not use automated decision-making pursuant to Art. 22 GDPR to establish the employment relationship.

9. Rights of the data subject

Subject to statutory conditions, you have the following rights under Article 15 to 22 GDPR:

- The right to receive information about the data processing;
- The right to a rectification or addition of data
- The right to an erasure or blockage of data. If statutory storage duties exist, only blockage is possible;
- The right to restrict data processing
- The right to object;
- The right to data portability, i.e. the receipt of data in a machine-readable format, and the right of transfer of data to another controller

10. Right to lodge a complaint to a data protection authority

Pursuant to Article 77 GDPR, as a data subject you have the right to lodge a complaint to a supervisory authority if you believe that the data processing is in breach of data privacy legislation.

Information about your right to object according to Article 21 GDPR

Individual right of objection

If you are a data subject, you have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is carried out on the basis of Article 6(1)(f) GDPR (data processing on the basis of a balance of interests).

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the purpose of asserting, exercising or defending legal claims.

Recipients of an objection

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

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E-Mail: service.datenschutz@villeroy-boch.com