

We would like to inform you about the reasons we process personal data and how within the framework of our cooperation.

**Data controller**

The data controller is  
SAACKE GmbH | Südweststrasse 13 | 28237 Bremen | Germany  
Tel: +49 421 64 95 0 | Fax: +49 421 64 95 5224 | Email: info@saacke.com

**Processing of personal data**

Your application is submitted on a voluntary basis. Information regarding your educational and professional background to date, your qualifications and skills as well as your contact data are required so that we can assess whether you are suitable as an applicant for the position to be filled. Without access to your personal data, we cannot select you as a candidate or proceed with the application process.

We process the personal information you provide in your application documents and in job interviews on the basis of § 26 (1) of the German Federal Data Protection Act (BDSG).

Sometimes we cannot offer you a position at the time of your application, but may keep your details on file. In such cases we will ask for your consent to keep your application for a maximum period of 18 months. This consent is voluntary and can be revoked at any time.

We use products from Microsoft Corporation for online meetings and e-mail communication among other things. You can find more information on this under "Use of Windows 10 and Microsoft 365". The legal basis for this is § 26 (1) of the German Federal Data Protection Act (BDSG).

**Recipients**

Your data will be processed within our company by the human resources department and forwarded to the internal department which has advertised the vacancy.

Internal applications are also forwarded to the works council.

Paper applications are destroyed by a service provider (processor) upon the expiry of the deletion period in accordance with data protection regulations.

Within the scope of the data protection obligations defined in the GDPR, the involvement of the data protection officer (and, in some cases, additionally of the group data protection officer) is necessary. In this context, it is possible that the aforementioned data protection officers may become aware of personal data in the course of their activities. This is particularly the case during training sessions, in discussions with department heads when preparing the necessary documentation, in the event of inquiries from data subjects or when checking the lawfulness of the processing of personal data.

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<b>Deletion of data</b>	<p>We delete your data as soon as they are no longer required for the purpose of processing and there are no legal obligations to store the data.</p> <p>This usually means that your data will be deleted six months after your application has been withdrawn or rejected by us. Should an employment contract be concluded between you and SAACKE GmbH, the documents will be included in your personnel file and will be subject to the deletion deadlines specified for this purpose.</p> <p>The data stored on the basis of your consent will only be deleted after 18 months.</p>
<b>Use of Windows 10 and Microsoft 365</b>	<p>We use the Windows 10 operating system and Microsoft Office 365, which we use, among other things, for effective and timely communication and task planning using the Teams and Outlook apps.</p> <p>Microsoft 365 is software from Microsoft Corporation, One Microsoft Way Redmond, WA 98052-6399 USA.</p> <p>Microsoft also processes your personal data in the USA. A user account must also be created in order to use Teams. Microsoft reserves the right to process customer data for its own business purposes. This poses a data protection risk for Microsoft Teams users.</p> <p>We have concluded data protection agreements and EU standard contractual clauses with the provider Microsoft to guarantee a minimum level of data protection. In addition, we have minimized the data transferred to Microsoft as far as possible through appropriate default settings.</p> <p>We have no influence on Microsoft's data processing activities. To the extent that Microsoft processes personal data in connection with Microsoft's legitimate business operations, Microsoft is the data controller and as such is responsible for compliance with all applicable laws.</p> <p>For more information about the purpose and scope of data collection and its processing by Microsoft, please see Microsoft's privacy policy at <a href="https://privacy.microsoft.com/de-de/privacystatement">https://privacy.microsoft.com/de-de/privacystatement</a>.</p>
<b>Recipients in third countries</b> <b>Notes on Art 13 (1) e, f, GDPR</b>	<p>With regard to the functional and telemetry data, Microsoft (US) is the recipient.</p> <p>The transfer of data takes place on the basis of the aforementioned order processing agreement (Microsoft Data Protection Addendum) and the standard data protection clauses of the EU.</p>
<b>Rights of the persons concerned</b>	<p>You have the right to information about the data stored by us and to receive it from us in a common, machine-readable format. You may request that the data be corrected and object to the processing of your data for reasons arising from your particular circumstances. You have the right to delete the data or to limit their processing once there are no legitimate interests to continue storing or processing them.</p>



## Data Protection Declaration for applicants

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### **Data protection officer**

If you have any questions or requests regarding our handling of your data, please do not hesitate to contact our data protection officer at any time for advice and assistance:

SAACKE GmbH  
Data protection officer  
Südweststraße 13 | 28237 Bremen | Germany  
Email: [datenschutz@saacke.com](mailto:datenschutz@saacke.com)

### **Supervisory authority**

If, despite contacting us, you believe SAACKE GmbH has not processed your data in accordance with the law or as agreed, you have the right to complain to a data protection supervisory authority.