

# DATA PRIVACY

## 1 GENERAL

### 1.1 RESPONSIBLE PARTY

The responsible legal entity is:

Vorwerk & Co. KG

Mühlenweg 17 – 37, 42270 Wuppertal

Tel.: +49 (0) 202 / 564 – 0

E-mail: [vorwerk@vorwerk.de](mailto:vorwerk@vorwerk.de)

The data protection officer of the responsible party is:

Elke Timmerbeul

c/o Vorwerk & Co. KG

Mühlenweg 17 – 37, 42270 Wuppertal

E-mail: [datenschutzbeauftragter.corporate@vorwerk.de](mailto:datenschutzbeauftragter.corporate@vorwerk.de)

### 1.2 PRINCIPLES OF PROCESSING PERSONAL DATA

Your data is protected within the scope of statutory provisions. Below you will find information on the collection of personal data on these websites, available on the Internet at <https://coporate.vorwerk.com> (hereinafter also referred to as the website).

#### 1.2.1 PURPOSE AND SCOPE OF PROCESSING

Protection of your personal data on our website is important to us. As a rule we only process the personal data of our users to the extent required in order to provide a functional website as well as our contents and services.

#### 1.2.2 LEGAL BASIS

Processing of the personal data of our users is carried out with your consent or on the basis of a legal permit.

Article 6 Clause 1 lit. a) of the EU General Data Protection Regulation [GDPR] provides the legal basis of such processing insofar as we obtain consent for the processing of personal data.

In the processing of personal data required for the performance of a contract to which the data subject is a party, the legal basis is provided by Article 6 Clause 1 lit. b) GDPR. This also applies to processing operations required in order to carry out pre-contractual measures.

Article 6 Clause 1 lit. c) of the EU General Data Protection Regulation [GDPR] provides the legal basis insofar as the processing of personal data is required in order for us to comply with a legal obligation.

In the event that the vital interests of the data subject or another natural person require the processing of personal data, then Article 6 Clause 1 lit. d) of the EU General Data Protection Regulation [GDPR] serves as the legal basis.

If processing is necessary to safeguard a legitimate interest on the part of our company or a third party and if the interests, fundamental rights and freedoms of the data subject do not outweigh this interest, then Article 6 Clause 1 lit. f) of the EU General Data Protection Regulation [GDPR] shall provide the legal basis for such processing.

### **1.2.3 DATA DELETION AND STORAGE PERIOD**

Regardless of possible revocation of your consent, we process and store your personal data as long as and to the extent required in order to satisfy the respective purposes. If your data are no longer required for the specified purposes, then they will be deleted on a regular basis. This is done while taking existing statutory retention periods and, among others, obligations in accordance with Section 89b of the German Commercial Code (HGB into consideration).

## **1.3 RIGHTS OF THE DATA SUBJECTS**

If we collect or process personal data on this website, then you are the data subject within the meaning of the EU General Data Protection Regulation [GDPR]. In this case you have the right of access (Art. 15 GDPR), the right to rectification (Art. 16 GDPR) and erasure (Art. 17 GDPR) of your data, the right to restriction of processing (Art. 18 GDPR), a right of objection to processing (Art. 21 DS-GVO) and the right to data portability (Art. 20 GDPR). You also have the right to lodge a complaint with a supervisory authority in accordance with Article 77 of the EU General Data Protection Regulation [GDPR].

In the case of automated decision-making (including profiling), you also have the right to express your position on automated decision-making and to have this decision manually reviewed by us for accuracy.

## **1.4 REVOCATION OF DECLARATIONS OF CONSENT**

If you have given us your consent to process your personal data, then you may revoke such consent at any time – also via e-mail to: [vorwerk@vorwerk.de](mailto:vorwerk@vorwerk.de).

A revocation shall not affect the legality of the processing carried out up to that point.

# **2 PROCESSING OF PERSONAL DATA**

## **2.1 PROVISION OF THE WEBSITE**

Each time our website is accessed, data and information are automatically processed by the computer system of the invoking computer. The following data is collected: Name of your Internet service provider; the browser type/version; the website from which you visit us and the websites you visit on our site as well as the time of the server query.

Such log files do not contain complete IP addresses or any other data that could be assigned to you. This information is evaluated for statistical purposes and subsequently deleted. The individual user remains anonymous.

Further information on the use of cookies on our website can be found here:  
<https://corporate.vorwerk.com/en/data-privacy/cookies/>

## **2.2 CONTACT FORM AND E-MAIL CONTACT**

On our website we provide you with a contact form which can be used to contact us electronically. Any processing of personal data from the input mask is only used to handle your request. In the event that you are contacted via e-mail, then this is also due to a legitimate interest in processing the data.

If you use this option to contact us, then the data entered in the input mask will be transmitted to us and stored. This data includes: Form of address; name, first name; postal address; e-mail address; telephone number; information about your interest(s).

The legal basis for processing is Article 6 Clause 1 lit. a) of the EU General Data Protection Regulation [GDPR].

For the processing of your data you give us your consent within the scope of the sending operation along with the following text:

*“By sending this message I agree to be contacted once for the stated purpose using my contact information. I can revoke this consent at any time with effect for the future – also via e-mail to: vorwerk@vorwerk.de.”*

## **2.3 APPLICANT PORTAL - APPLICATION PROCESS**

### **2.3.1 INFORMATION WITHIN THE SCOPE OF THE APPLICATION PROCESS**

The applicant portal is jointly operated by Vorwerk & Co. KG and Vorwerk Facility Management Holding KG and their subsidiaries, designated here as Group companies. The responsible party is Vorwerk & Co. KG.

The following activities are included within the scope of the above corporate groups:

- AKF
- HECTAS
- HOLDING
- JAFRA
- VORWERK ENGINEERING
- VORWERK KOBOLD
- VORWERK TEPPICHWERKE
- VORWERK THERMOMIX

### **2.3.2 PURPOSE OF THE PROCESSING**

Your application data, which you communicate to us via the applicant portal, will be stored and used exclusively for purposes connected with the registration and processing of your interest in employment or training with a company in the Vorwerk & Co. KG or Vorwerk Facility Management Holding KG corporate group, including the necessary contact to this end.

### **2.3.3 COLLECTION AND PROCESSING OF APPLICATION DATA**

If you would like to apply online, then this requires that certain personal data indicated with mandatory fields in the respective online application forms be provided; such as first and last name and contact information. Furthermore, you have the option of sending us further application documents. Please note that these documents may also contain particularly sensitive data. These include, for example, data on political opinions, religious beliefs, ethnic origin or physical or mental health. If you provide us

with the relevant information, then by clicking on the corresponding checkbox you agree to the collection, storage and use of the data in accordance with this data protection declaration.

As part of the application process your application data is accessible to the respective HR managers of the Group company in search of applicants and the responsible office, and is made available to the managers of the respective specialized departments conducting the search.

The current legal situation with regard to data protection does not confer any group privilege; i.e. any connection from one Group Company to another Group company is a connection to a third party. We therefore require your consent if your application is to be forwarded to another Group company as well. Your application data will then be used within the groups and areas of activity specified in 2.3.1, and only passed on to third parties outside the corporate groups in the event of an official order or with your consent.

Once you enter your application data and click on the "Send" button, they will be transmitted via an encrypted connection and collected on a server in Germany; the server is hosted and administered by a service provider commissioned on our behalf.

The corporate groups Vorwerk & Co. KG and Vorwerk Facility Management Holding KG take all reasonable steps in order to ensure that your application is handled carefully and completely. However, for this purpose your application documents must be truthful, complete and up-to-date. Therefore, please inform us immediately with regard to any changes in your application data. You may review the application data that you have entered at any time and make any changes by revising your data or adding information.

#### **2.3.4 DELETION OF DATA AND REDUCTION OF BASIC DATA**

In addition, you also have the right upon request to inspect, block or delete your application data stored with us free of charge and at any time, to object to the processing of your application data or have incorrect application data corrected. Please send us an e-mail to: [vorwerk@vorwerk.de](mailto:vorwerk@vorwerk.de)

If you do not arrange for your data to be deleted, then your application data will be stored for six months following completion of the application process.

If you would like to have your personal data kept for more than six months and up to a maximum of 24 months in order to be included in the selection for possible future vacancies, then we ask for your corresponding consent.

If your application does not result in employment within this period (six or 24 months), then your data will automatically be reduced to your basic data. The basic data includes:

- ZIP CODE
- PLACE
- COUNTRY
- NATIONALITY
- FORM OF ADDRESS
- DATE OF BIRTH
- TYPE OF INPUT
- HOW FOUND
- INPUT DATE
- FIRST NAME

After a further period of 12 months this basic data will be permanently and completely deleted.

### **3 SECURITY INFORMATION**

Through technical and organizational measures we protect your data against unauthorized access, loss and destruction. Our security measures are constantly improved in accordance with technological developments.

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May 2018