

# Data protection declaration

In the following, we would like to inform you about which personal data we collect from you in the event of registration in our applicant portal, an application by e-mail or by means of the quick application form or any other application channels, what we need this for and whom you can contact if you have any questions. Right from the start: **We treat your personal data confidentially and in accordance with the statutory data protection regulations.**

All personal references are to be understood as gender-neutral. For reasons of easier readability, only the masculine form is used in the following.

## To whom this data protection declaration is addressed?

The declaration is directed to persons (hereafter also referred to as applicants) who wish to set up a free applicant profile with companies of the Felbermayr Group either in the course of an application or on their own initiative, as well as to persons for whom Felbermayr sets up a free applicant profile in the course of an e-mail application or any other application channels.

## The companies associated with Felbermayr

The following companies belong to our company and may have access to your data:

### *Austria*

- Felbermayr Holding GmbH, Voralpenstraße 4, 4600 Wels
- Felbermayr Bau GmbH & Co KG, Voralpenstraße 4, 4600 Wels
- Felbermayr Transport- und Hebeteknik GmbH & Co KG, Voralpenstraße 4, 4600 Wels
- Danner Landschaftsbau GmbH, Berntalerstraße 10, 4655 Vorchdorf
- IS Baubetrieb GmbH, Stahlstraße 44a, 4030 Linz
- Dorn Lift GmbH, Unterer Schützenweg 2, 6923 Lauterach
- casawest GmbH, Untere Landstraße 20, 4055 Pucking
- Phon Akustikbau GmbH, Leppersdorf 72, 4612 Scharn

### *Switzerland/Liechtenstein*

- Felbermayr Schweiz AG, Weststraße 12, 5506 Mägenwil
- Bau-Trans AG, Industriestraße 37, 9495 Triesen

As an applicant, you can exercise your data protection rights (see below) centrally at the email address [datenschutz@felbermayr.cc](mailto:datenschutz@felbermayr.cc). All affiliated companies are obliged to maintain confidentiality and to comply with applicable data protection law.

## For what purpose do we process your data?

We use your data to fill vacancies in our companies. You can also submit a speculative application without a specific job position. As soon as there are jobs matching your profile, a Felbermayr employee will contact you by e-mail or telephone and discuss further steps.

In the event that we are unable to recruit in an initial application process, we may include your data in our talent pool and thus keep it on record. We will inform you of this retention of your data by e-mail or telephone

## On what legal basis do we process your personal data?

We process your personal data on the basis of your consent. We may not and will not process your personal data without your consent. Furthermore, the processing is carried out for the fulfilment of legal obligations as well as for legitimate interest in connection with the assertion, exercise or defence of legal claims (e.g. claims under the equal treatment act).

You are under no legal or contractual obligation to disclose your personal data. However, we cannot accept applications or inform you about suitable jobs without your personal data.

## What personal data do we collect and process?

The following categories of data are collected during the application and are subsequently processed:

- Personal data (e.g. first and last name)
- Address and contact details (e.g. telephone number, e-mail address)
- Application documents (e.g. CV or references)
- Professional background (e.g. details of your previous occupations)
- Data on your education (e.g. information on educational qualifications attained)
- Job requirements (e.g. desired scope of employment, desired salary, notice period)
- Skills and qualifications (e.g. additional training, certificates, languages, hobbies)
- Date and time (of the steps in the recruiting process)

In the course of the recruiting process, your data can be expanded by a Felbermayr employee:

- Interview dates, interview notes and comments on your profile (e.g. information on the motive for the change)
- E-mail communication with Felbermayr employees

We draw your attention to the fact that health data, information on racial or ethnic origin, political, religious, trade union or sexual orientation are considered data requiring special protection. Therefore, we would like to ask you not to transmit such data to us. Neither in the form of CVs nor in the form of other documents.

## Is there any so-called profiling?

In our recruiting processes, there are no automatic processes or algorithms that lead to applicants dropping out of the application process fully automatically. The decision as to which applicants are approached for which positions or are forwarded to our respective heads of department is always made by the responsible Felbermayr employee.

In order to be able to efficiently suggest suitable job positions to you as an applicant, your applicant profile is linked to one or more professional profiles to enable it to be more easily found in the applicant database.

## Who gets your data?

### ***Felbermayr employees***

In order to fulfil the purpose, responsible employees of the Felbermayr Group and of the companies associated with Felbermayr (see above) have access to all the data listed under "Which personal data do we collect and process?".

Access is strictly regulated and usually only extends to Felbermayr Recruiting employees, the respective head of department and, on a case-by-case basis, the respective department administrative office for the purpose of applicant correspondence. Our employees are contractually bound to confidentiality and secrecy.

### ***Technical service providers***

We use service providers (so-called order processors) who support us in the handling of our recruiting processes. Examples of such service providers are the manufacturer/licenser of our recruiting software or hosting providers who provide us with servers for software operation. These service providers have access to your data on a case-by-case basis for maintenance purposes. They are contractually bound to confidentiality and data security measures.

### ***Other recipients***

In order to comply with legal obligations or to defend legal claims, we may need to grant authorities or courts access to your data on a case-by-case basis.

## What rights do you have?

Based on the General Data Protection Regulation (Articles 15 to 21), you have the right to information, deletion, restriction, data portability, correction and objection. Below we would like to explain some of these rights in more detail:

### ***Your right to access, information and correction***

You will of course receive information about your personal data that is stored and processed by us. If your data is no longer accurate or is incomplete, you can request that it be corrected or made complete. To do so, send an e-mail to [jobs@felbermayr.cc](mailto:jobs@felbermayr.cc).

### ***Your right to withdraw and delete your personal data***

You can revoke your consent and exercise your "right to be forgotten" at any time. In this case, we are obliged to delete the personal data relating to you and to inform all recipients to whom your personal data have been transmitted of your request for deletion. The revocation of consent shall not affect the lawfulness of the processing carried out on the basis of the consent until the revocation is received.

Please note that under certain circumstances, deletion may not take place immediately, but only after a time delay, due to legal obligations or for the assertion, exercise or defence of legal claims. For example, a period of 6 months applies to assert claims under section 15 points 1 and 29 of the equal treatment act for discrimination in job application procedures.

In addition, you have the right to lodge a complaint with the data protection authority if you feel that your rights have been violated.

## How long will your personal data be stored?

Your personal data will be stored until you revoke your consent. However, legal documentation obligations or documentation for the assertion, exercise or defence of legal claims (e.g. equal treatment act, claims of any kind by e.g. personnel consultants) may make processing necessary after receipt of your declaration of revocation. In these cases, we will inform you accordingly that the processing will continue and why, and notify you of the implementation of the deletion.

We reserve the right to delete the profiles of applicants for whom we have not been able to offer suitable jobs over an extended period of time. If there is a job position of interest to you at a later date, you can always reapply.

## Who can you contact?

If you have any questions about this privacy statement or wish to exercise your rights, please contact:

### **Felbermayr Holding GmbH**

Voralpenstraße 4

4600 Wels

E-mail: [datenschutz@felbermayr.cc](mailto:datenschutz@felbermayr.cc)