
Application & Employment Relationship

Information in accordance with Art. 13, 14 GDPR

Controller:

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Represented by: Managing Director Roland Zeifang

Data protection officer:

Thomas Schneider, DSB Baden GmbH
(Please state our company name in the subject line when contacting)
Mail datenschutz@ruch.de

Legal basis for data processing:

- Art. 6 Abs. 1 lit. b DSGVO (for initiating and managing an employment contract)
- § 26 BDSG (data processing for employment purposes)
- Art. 6 Abs. 1 lit. c DSGVO (compliance with legal obligations)

Purposes of data processing:

- Selection of suitable applicants
- Fulfilment of the employment relationship under § 26(8) BDSG
- Execution of legal requirements related to employment (e.g. reporting to authorities, tax and social security contributions)

Recipients (Categories) of Personal Data:

Applications: No data is shared with third parties outside the company. Access is limited to the HR department and relevant internal decision-makers.

Employment: Data is shared with authorities (e.g. tax office), social security providers, and other required entities – but only as needed and once employment begins.

Retention Period:

Application Data: Stored until a decision is made. If hired, the data is transferred to the personnel file. If rejected, paper files are returned and digital data is deleted within 2 to 4 months, taking the General Equal Treatment Act (AGG) into account.

Employee Data: Application documents are retained until at least the end of employment. Paper applications may be returned earlier after digitization. After employment ends, documents are deleted or returned once all outstanding matters (e.g. reference letters) are resolved and legal retention periods have expired. Personnel file contents are deleted after the purpose is fulfilled (e.g. sick notes, leave requests) or retention periods have ended (e.g. pension data). Some periods only start after employment ends (e.g. proof to pension authorities). Data will only be kept longer if the employee explicitly requests it.

Special Note on Unsolicited Applications:

We only accept unsolicited applications in digital form.

We will assess whether your application may fit into our short- or medium-term staffing plans and inform you accordingly. In the meantime, your documents will be treated confidentially in accordance with data protection laws.

If you have not specified a particular field of work and we are generally interested, departments with relevant positions will receive a summary of your application – but never the full documents by email.

Unless you state otherwise, we will store your unsolicited application for up to one year for possible follow-up. After that time, the digital documents will be permanently and securely deleted, unless a suitable job opportunity arises.

Your Rights – Rights of the Data Subject under the GDPR:

Articles 12 - 23 GDPR define your rights regarding how your personal data is handled. These include:

- Right of access (Article 15 GDPR)
- Right to rectification (Article 16 GDPR)
- Right to erasure (Article 17 GDPR)
- Right to restriction of processing (Article 18 GDPR)
- Where applicable: right to data portability (Article 20 GDPR)
- Right to object to processing (Article 21 GDPR)
- Right to lodge a complaint with a supervisory authority (Article 13(2)(d) GDPR). A list of supervisory authorities and their contact details can be found here:

https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html