

Welcome to the application tool of Commercial Catering Spares Ltd Online application

We are very pleased that you would like to apply to us!

For your application via our application tool you need about 5-10 minutes.

Please have the following files ready for the next steps:

- Your **application documents** (cover letter, curriculum vitae, certificates, etc.)*
- Optional a **photo***

* You can upload them directly in all common file formats!

After your login, you will receive a personal link ID at the e-mail address you entered. This allows you to interrupt and resume the processing of your application at any time and as often as you like.

The data with your details and application documents will be treated as strictly confidential and will only be collected for the purpose of your application. They will not be passed on to third parties.

We wish you much success!

Applicant information notice:

1. GENERAL INFORMATION

We, Commercial Catering Spares Ltd, process your personal data as data controller. Our contact details are:

Commercial Catering Spares Ltd, Block C – Axis Point Hill Top Road, Heywood – Lancashire – OL10 2RQ, T +44 1706 621 155.

We reserve the right to change and update this notice on our own initiative. We will properly communicate these changes via this page.

By submitting your application via our application page, e-mail or any of our social media channels such as Indeed, LinkedIn and Xing, you acknowledge that you have carefully read this applicant information notice. You understand that when you apply through any of these social media channels, your personal data will initially be collected by these platforms and only subsequently be sent to us.

2. YOUR PERSONAL DATA

When you apply for a position at our company, we collect:

- your contact and basic identity information that you provide us with, such as a picture, your name, postal address, e-mail address, telephone number, date and place of birth, nationality, and so on;
- information from your CV, such as your former and current employer, job description, work experience, trainings, skills, references, and so on;
- any other personal data that you provide us with in the context of your application, including personal data shared during an interview and;
- publicly available information on your profile on social media channels.

If you choose to apply via an external recruitment agency, we will receive your personal data via that external recruitment agency. Consult the information notice of external recruitment agency to find out more about how they process your personal data.

3. WHY DO WE PROCESS YOUR PERSONAL DATA AND WHAT IS OUR LEGAL BASIS?

1. We process your personal data to assess and decide whether to hire you. We use the services of a provider of an applicant tracking system to collect and further process your application.

⇒ We do this to conclude an employment agreement with you (Art. 6.1.b GDPR and §26 (1) BDSG).

2. When we **hire** you, your personal data will be processed for the purposes outlined in our privacy notice for employees, which will be made available at such time and before we commence such processing.
 - ⇒ We do this to conclude and administer our employment contract with you (Art. 6.1.b GDPR and §26 (1) BDSG).
3. We process your personal data to provide you with relevant and personalized information about **future employment opportunities** at our company. To that end, we will store the personal data which we collected from you when you applied and generated during the application process.
 - ⇒ We will only process your personal data for this particular purpose if you give your consent. (Art. 6.1.a GDPR and §26 (2) BDSG).
4. We process your personal data to perform **statistical analyses** to improve our application and recruitment process and to report on our recruitment effort within our group of companies.
 - ⇒ We do this to pursue our legitimate interest, namely to continuously improve our application process, our job opening adverts and report internally on the progress (Art. 6.1.f GDPR).
5. We process your personal data to inform any third party in the context of a possible **merger** with, **acquisition** from/by or **demerger** by that third party, even if that third party is located outside the EU.
 - ⇒ We do this to pursue our and a third party's legitimate interest, namely to be able to investigate or carry out normal business or merger and acquisition transactions and to organize integrations or splits after a successful transaction (Art. 6.1.f GDPR).
6. We process your personal data for the preservation of our and our partners' **legitimate interest** if and to the extent that your application may be considered (a) a violation of any applicable terms of use or the intellectual property rights or other rights of a third party, (b) a threat to the security or integrity of the application page, (c) a danger to the application page, our social media channels or any of our or our subcontractors' underlying systems due to viruses, Trojan horse attacks, spyware, malware or any other form of harmful code; or (d) in any way hateful, obscene, discriminating, racist, slanderous, spiteful, hurtful or in some other way inappropriate or illegal.
 - ⇒ We do this to pursue our and a third party's legitimate interest, namely to protect our website, application system, process and social media channels from misuse and illegal activities (Art. 6.1.f GDPR).
7. We process your personal data to defend ourselves in the event of a **dispute** relating to your application (such as in connection with a possible rejection of your application).
 - ⇒ We do this to pursue our legitimate interest, namely to defend us in the event of a dispute (Art.6.1.f GDPR).
8. We process your personal data to comply with legal obligations or to comply with any reasonable request from competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies, including competent data protection authorities. Your personal data may be transferred upon our initiative to the police or the judicial authorities as evidence or if there are justified suspicions of an unlawful act or crime committed by you.
 - ⇒ This processing activity is necessary to comply with our legal obligations (Art. 6.1.c GDPR and §26 (3) BDSG).

4. HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

We keep your personal data as short as possible and no longer as necessary for the reasons described

above. When your personal data are no longer necessary, they will be safely deleted.

When you are hired, your personal data will be kept in accordance with the retention periods set forth in the privacy notice for our employees.

When we decide not to hire you but you agree to be informed of future job opportunities, or you apply spontaneously (meaning not in relation to a specific job opening), your personal data will be stored up until such time when you withdraw your consent.

When we decide not to hire you and you do not agree to be informed of future job opportunities, your personal data will be stored for a maximum of 2 months after the end of the application process for evidence purposes as described above.

We process only those data that are effectively necessary to achieve the purpose for which we collected the data.

5. WHAT ARE OUR QUALITY ASSURANCES?

We will always treat your personal data as confidential.

We take the necessary safeguards for the security and integrity of your personal data and we take appropriate technical and organisational measures to protect your personal data against personal data breaches.

We will de-identify your personal data when we no longer need them.

Access by our personnel or our third-party processors will only be on a need-to-know basis and subject to strict confidentiality obligations.

You understand, however, that safety and security are best efforts obligations only, which can never be guaranteed. If a personal data breach occurs and this breach poses a high risk to your rights and freedoms, we will notify you of this breach as soon as possible.

6. WHO RECEIVES YOUR PERSONAL DATA?

We rely on third parties such as IT service providers providing our applicant tracking system to provide you with the website and to secure it. These third-party processors may only process your personal data on our behalf on the basis of our explicit written instructions. It goes without saying that we guarantee that all external processors are selected with due care and we oblige them to respect the security and integrity of your personal data. All these parties are established in the European Economic Area.

You also understand that if you use our social media channels, your personal data is also processed by the social media providers. You can find more information on how these social media providers process your personal data in their respective privacy policies.

We are part of a larger group of companies called Commercial Catering Spares Ltd (<https://repagroup.com/>), which in turn is part of the Partstown Group (<https://www.partstown.com/>). Being part of these groups means that your personal data may be shared with other group entities when such is required for the recruitment and reporting purposes mentioned above. When we share your personal data with entities outside the European Economic Area, we rely on the safeguards we have put in place between us and the other group entities such as the European Commission's Standard Contractual Clauses.

7. YOUR RIGHTS

We draw your attention to your right to information, your right of access, your right to rectification, your right to erasure, your right to restriction of the processing, your right to data portability, your right to object, your right not to be subject to a decision based solely on automated processing and your right to withdraw your previously given consent.

To assert these rights, you can contact our data protection officer. His contact details are: datenschutz.de@repagroup.com.

We would also like to draw your attention to the possibility to lodge a complaint a complaint with the competent data protection authority. Please refer to: <https://www.lda.bayern.de/de/index.html>.