

## PRIVACY NOTICE FOR JOB APPLICANTS

As of: January 2026

The protection of personal data is a matter of great importance to Leiber GmbH ("Leiber" or "we"). We process personal data exclusively in accordance with legal requirements, in particular the EU General Data Protection Regulation ("GDPR") and the German Federal Data Protection Act ("BDSG").

The following privacy notice for applicants describes how we store and process your personal data when you apply for a position with us, and what rights you have in this regard.

### 1. WHO IS RESPONSIBLE FOR PROCESSING MY DATA, AND HOW CAN I CONTACT LEIBER?

The controller responsible for the processing of your personal data within the meaning of the GDPR is Leiber GmbH.

You can reach us at any time using the contact information below:

**Leiber GmbH**  
Franz-Leiber-Straße 1  
49565 Bramsche

Phone: 05461 9303-0  
Email: [info@leibergmbh.de](mailto:info@leibergmbh.de)

You can contact our Data Protection Officer at any time using the following contact information:

Email: [DSB@leibergmbh.de](mailto:DSB@leibergmbh.de)

### 2. WHICH OF MY DATA IS PROCESSED?

We collect the data you disclose to us as part of your application, in particular your desired position, name, title, address, email, phone number, date of birth, details regarding your education and professional training, current and previous employment, certificates, language skills, computer skills, recommendations, and employment references.

Where applicable, we may also receive the aforementioned personal data about you from recruitment agencies with which we collaborate.

In addition, we may collect data from you that you have published on application platforms as well as publicly accessible and professionally used social media platforms for the purpose of

maintaining existing and establishing new business contacts (e.g., LinkedIn, Xing). This includes your name, contact information, details of your professional background, and other relevant data that you may disclose on the respective network for professional purposes.

We may also receive information from letters of recommendation from previous employers or other external contacts.

When submitting your application, please ensure that you do not disclose any sensitive personal data about yourself (e.g., information regarding health, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or sexual orientation), as this information is generally not required for assessing your skills and qualifications for the purpose of deciding on your application.

**3. FOR WHAT PURPOSES AND ON WHAT LEGAL BASIS IS MY DATA PROCESSED? HOW LONG WILL MY DATA BE STORED?**

We process your personal data in connection with your application only to the extent necessary for processing your application and deciding whether to establish an employment relationship with you. The legal basis for processing your personal data is the necessity of the processing for the decision regarding the establishment of an employment relationship with you (Art. 6(1)(b) GDPR).

If an employment relationship is established with you, we will transfer your personal data from the application process—to the extent that it is relevant for the establishment and performance of the employment relationship—into our personnel database and process it in accordance with our privacy policy for employees, in line with our data protection retention and deletion procedures, about which we will inform you separately as part of your employment.

If no employment relationship is established, we generally store your personal data for a period of 6 months after the application process has been fully completed. The legal basis for storing personal data is the necessity of processing to safeguard our legitimate interests in asserting, exercising, or defending legal claims, in particular the defense against any claims asserted under the AGG (Art. 6(1) sentence 1(f) GDPR).

If, unfortunately, we are unable to offer you a suitable position based on your application but have been impressed by it, we may wish to add your personal data to our applicant pool and store it so that we can contact you again when filling any future positions. Your personal data will only be included and stored in the applicant pool with your express consent (Art. 6(1)(a) GDPR), which we will ask you to provide separately as part of the application process. If you

grant us your consent for the aforementioned purposes, we will store your personal data in the applicant pool for a period of 3 years following the completion of the application process. You may revoke your consent at any time without this affecting the lawfulness of the processing of your personal data based on your consent prior to revocation.

We generally delete your data after the expiration of the respective retention period mentioned above, unless deletion is precluded by statutory retention obligations or longer storage is necessary in a specific case to fulfill other legal obligations or to safeguard our legitimate interests (assertion, exercise, or defense of our legal claims).

**4. AM I REQUIRED TO PROVIDE MY DATA?**

You are under no contractual or legal obligation to provide us with your data. However, we may not be able to fully process your application if you do not provide the data necessary for processing your application.

**5. TO WHOM WILL MY DATA BE DISCLOSED? WILL MY DATA BE PROCESSED OUTSIDE THE EEA?**

Your data will be treated as strictly confidential and will only be shared internally with the respective departments/employees who need to know your data to process your application.

In addition, we transfer your personal data to the extent permitted by law for the purposes specified above under section 3 to external service providers who have been carefully selected in advance and are contractually bound in accordance with the relevant data protection regulations. These companies may only process your personal data to the extent necessary for the provision of the services we have commissioned. Your data will neither be sold to third parties nor otherwise marketed.

In some cases, the recipients mentioned above may be based in countries outside the European Union and the member states of the European Economic Area ("third countries"). The laws of these countries may not guarantee a level of data protection that has been deemed adequate by the European Commission in the context of an adequacy decision. In such cases, however, we have taken appropriate and adequate measures to ensure that your data is also adequately protected by recipients in third countries and that the level of data protection required by European law is not compromised (e.g., by entering into EU Standard Contractual Clauses and implementing additional measures).

To learn more about the recipients of your data, the third countries involved, and the measures we have taken to protect your data—including the option to obtain a copy of these measures—please contact us using the contact details listed in Section 1.

## 6. WHAT RIGHTS DO I HAVE AND HOW CAN I EXERCISE THEM?

In accordance with legal provisions, you have the right to:

- to request information about the personal data processed about you and a copy of such data (*right of access*);
- to request the rectification of inaccurate personal data and, taking into account the purposes of the processing, the completion of incomplete personal data (*right to rectification*);
- to request the erasure of your personal data where there are legitimate grounds (*right to erasure*);
- to request the restriction of the processing of your personal data, provided that the legal requirements are met (*right to restriction of processing*);
- where the legal requirements are met, to receive the personal data you have provided in a structured, commonly used, and machine-readable format and to transmit this data to another controller or, where technically feasible, to have us transmit it (*right to data portability*); and
- not to be subject to a decision based solely on automated processing, provided that the legal requirements for this are not met. We do not carry out automated decision-making.

You also have the right to object at any time, on grounds relating to your particular situation, to the processing of your data carried out to safeguard our legitimate interests or those of third parties, in accordance with the statutory provisions (*right to object*). If we process personal data for the purpose of direct marketing, you have the right to object to this processing at any time without needing to provide specific reasons.

To the extent that data processing is based on your consent, you have the right to withdraw your consent at any time without affecting the lawfulness of the processing of your data that took place on the basis of your consent prior to withdrawal.

To exercise your rights, including the right to withdraw your consent, please contact us or our Data Protection Officer using the contact details provided in the section1 .

In addition, without prejudice to any other legal remedies, you have the right to lodge a complaint with a supervisory authority at any time.

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