

Data protection

Due to the implementation of the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data and repealing Directive 95/96 EC ("GDPR") the following is information on the processing of personal data by applicants for employment at Amica International GmbH, customers of the Company, persons who contact us via the form on the company's website and persons for whom the company carries out direct marketing activities. This document also applies to the processing of personal data through the website at www.amica-group.de

1. Who is the administrator of your personal data?

The administrator of your personal data is the Company

Amica International GmbH
Lüdinghauser Str. 52
D-59387 Ascheberg

Contacting the Administrator in all matters relating to the protection of personal data is by e-mail correspondence: info@amica-group.de or by phone at 0 25 93 - 95 67-0.

2. Personal Data Protection Officer

The Administrator has appointed a Data Protection Officer, who can be contacted at the e-mail address gdpr@amica.com.pl . Contact is also possible over the e-mail address DPC@amica-group.com

3. Purpose and legal basis of data processing

The Administrator will process your personal data for the following purposes:

- a. Personal data of job applicants will be processed by the Administrator on the basis of the consent given by the candidates - the legal basis is the Article 6(1) (a) of the GDPR. Processing personal data of applicants is carried out for the purpose of the organisation and conducting the recruitment process.

- b. The processing of personal data of customers and of persons acting on behalf of clients is based on the contract concluded in order to fulfil it (Article 6(1) (b) of the GDPR) and in order to comply with the legal obligations (Article 6(1)(c) of the GDPR). This also applies to potential customers of the Administrator (persons who have accepted the Administrator's offer for the provision of services).
- c. The processing of personal data of persons located in the contracts concluded as representatives (or performers) is carried out based on the Controller's legitimate interest (Art. 6(1) (f) of the GDPR) for the performance of the concluded contract.
- d. The processing of personal data is carried out for the purpose of pursuing claims, analysis and statistics, internal administrative or statistical archiving purposes, i.e. on the basis of the legitimate interest of the administrator (Art. 6 (1) (f) of the GDPR).
- e. Processing of customers' personal data for the purpose of carrying out of marketing activities by the Administrator is the legitimate interest of the Administrator (Article 6(1) (f) of the GDPR).
- f. Personal data may also be processed for the purpose of carrying out direct marketing activities on the basis of consent given by these entities (Article 6(1) (a) of the GDPR).
- g. Personal data provided in the context of the contact form available on the website and not with the sending of the offer or the performance of the contract are processed in order to answer the questions asked in the form and to contact the administrator. The legal basis is consent (Article 6(1) (a) of the GDPR).

The provision of personal data is voluntary, but necessary to achieve the purposes for which this data is collected and processed by the Administrator.

4. Recipients of personal data

Personal data will be transferred to entities that operate IT systems and information tools, to entities providing maintenance services, to entities that operate and maintain an IT network, to entities that provide auditing, advisory and consulting services to the Controller, as well as to other administrators of personal data acting in their own name, in particular to entities that provide postal or courier services achieve.

As the administrator operates within the capital group, personal data may be processed by Companies belonging to Amica Capital Group.

5. Duration of personal data processing

Your personal data will be processed - depending on the purposes of the data processing - for the purposes of the following periods:

- a. Personal data of applicants will be processed for a period of 6 months from the end of the recruitment process. If the Candidate is involved in the processing of his/her data, has consented to participate in future recruitments, the personal data will be Data processed for a period of 18 months.
- b. Personal data of clients, agents and employees who have entered into the contract concluded shall be for the duration of the limitation period of claims and for the period resulting from the applicable law, in particular tax law, which imposes on the administrator the obligations prescribed by law.
- c. Personal data contained in the contact forms will be processed if it is not customer data, processed for a period of 6 months.

6. Withdrawal of consent

Your consent to the processing of personal data can be withdrawn at any time. To withdraw consent, it is sufficient to send an e-mail: info@amica-group.de or the Administrator via the telephone number 0 25 93 - 95 67-0.

The withdrawal of consent does not affect the lawfulness of the processing carried out based on the consent before its revocation.

7. Marketing Consent

Data processing for the purpose of direct marketing is carried out on the basis of consent, i.e. Article 6(1) (a) of the GDPR. In the case of the processing of personal data for direct marketing purposes, the person who has given such consent has the right to withdraw it at any time, which does not affect the processing of the data prior to the withdrawal.

8. Authority in the field of processing personal data

You have the right to access your personal data, the right to rectify it and, if such data has been unlawfully processed or is no longer necessary for the stated purpose, the right to request their deletion or restriction of processing. You have the right to request that the processing of this data be restricted, even if you question their accuracy. In certain cases, you have the right to transfer your personal data.

9. Right to objection

In the case of processing personal data based on legitimate interest of the Administrator, i.e. Article 6 (1) (f) of the GDPR, you have the right to withdraw from the in accordance with the provisions of Article 21 of the GDPR. Accordingly, the Administrator may not process personal data to which objection has been lodged, unless he or she can demonstrate valid legal grounds for the processing that support the interests, rights and freedom of the data subject, or reasons for the identification, investigation or defense of claims.

10. Right to lodge a complaint

You have the right to lodge a complaint with the supervisory authority, i.e. the State Commissioner for Data Protection and Freedom of Information Nordrhein-Westfalen, Kavalleriestr. 2-4, 40213 Düsseldorf, Telefon: 0211/38424-0, Fax: 0211/38424-999, E-Mail: poststelle@ldi.nrw.de

11. Automated decision-making

Your personal data will not be subject to automated decision-making and no profiling is carried out.