

Information pursuant to Article 13 of the basic data protection regulation

In accordance with Article 13 of the basic data protection regulation, we provide you with the following information about the personal data we collect from you as the data controller:

Person in charge of data processing:

Papier- u. Kartonfabrik Varel GmbH & Co. KG
 Dangaster Straße 38
 26316 Varel

Represented by: Mr Ralf Schu and Mr Ulrich Lange

1. The following table gives you an overview of the categories of personal data collected from you and related aspects:

- the purposes for which the personal data will be processed, and the legal basis for the processing;
- where appropriate, the recipients or categories of recipients of the personal data;
- the storage period or, if this is not possible, the criteria for Determination of this duration

no.	data category	purpose of processing	legal basis	recipient	memory duration
1	name, date of birth, company, language, nationality, proof of success,	Proof of the Graduation for the obligatory Instruction of the occupational safety and conduct guidelines, in order to ensure the plant safety and the Protection of the outside world. Granting of access.	performance of a contract; if applicable fulfilment of a legal obligation (ArbSchG)	contact person / client Papier- u. Kartonfabrik Varel GmbH & Co. KG	3 years
2	phone number, E-mail address,	Guarantee of accessibility due to work safety on the company premises. Information to the instructed person about the level of instruction (validity).			3 years

2. According to article 13 § 2 basic data protection regulation we are furthermore obliged to inform you,

- whether the provision of the data is required by law or by contractor is necessary for the conclusion of a contract,
- whether you are obliged to provide the data, and
- the possible consequence of not providing the data:

This concerns the following data processing operations from the table under point 1 (see the current numbers there):

no.	legal regulation	required for contract conclusion	obligation to provide	consequences of non-delivery
1	yes (ArbSchG)	yes	yes	Refusal of access authorisation.
2	no	yes	yes	Instruction of the industrial safety and conduct guidelines cannot be delivered. Refusal of access authorisation, as no availability is guaranteed during the stay on the company premises.

3. We would also like to draw your attention to the following rights to which you are entitled under the basic data protection regulation with regard to the personal data concerning you.

- Right of access by the person in charge to personal data relating to you in accordance with article 15 of the Basic Regulation on Data Protection.
- Right of rectification under article 16 of the Basic Regulation on Data Protection.
- Right of cancellation according to article 17 of the Basic Regulation on Data Protection.
- Right to limit processing in accordance with article 18 of the Basic Regulation on Data Protection.
- Right to data portability under article 20 of the Basic Regulation on Data Protection.
- Right to object to processing under article 21 of the Basic Regulation on Data Protection.

You also have the right to lodge a complaint with the data protection authority. In this regard, we also refer you to the homepage of the data protection authority which can be accessed via the link <https://lfd.niedersachsen.de>