

As at October 2023

The protection of your personal data is very important to us. We therefore process your personal data exclusively in accordance with the legal regulations and take the necessary technical and organisational measures to ensure an appropriate level of security for your data. We hereby inform you about the processing of your data within the framework of the BayWa Group applicant management process as well as about your data protection rights.

Who is the person responsible for data processing (“data controller”) and who can I contact?

The responsible controller of your personal data is the respective company of the BayWa Group to which you apply within the scope of the e-recruiting system. The contact details of this Group company are specified in the job advertisement in the e-recruiting system; the respective addresses and the contact details of the data protection officer can be found in the appendix to this data protection information.

You can reach the central contact person for the BayWa Group Applicant Service at bewerbservice@baywa.de or phone +49 89 9222 4266.

What data do you process and what are the sources of this data?

Within the scope of the application process, we process in particular the following categories of personal data:

- Master data (e.g. name, date of birth, nationality, residence)
- Documents (e.g. diplomas, certificates, curriculum vitae)
- Education (e.g. data on (higher) education, vocational qualifications)
- Accounting data (e.g. bank data for reimbursement of application costs)
- Communication data (e.g. e-mail address, (mobile) phone number)
- Log data that is obtained during the use of IT systems

In individual cases, the personal data processed may also include special category data in accordance with Art. 9 (1) of the European General Data Protection Regulation (GDPR), such as data concerning health, religious belief or trade union membership to the extent that you provide this data in the context of your application.

Your personal data is obtained from you during the application process. If you apply for a job advertisement of a BayWa Group company via an external recruiting platform, we receive your application documents from this platform and transfer your data into the BayWa Group applicant management system.

For what purposes and on what legal basis are my personal data processed?

We process your personal data in accordance with the GDPR, national data protection laws and other relevant national laws.

Your data is processed for the purpose of the application procedure to initiate and establish an employment relationship with the company of the BayWa Group to which you have applied.

The legal basis on which the application procedure is carried out is Article 6 (1) sentence 1 b of the GDPR in conjunction with the relevant national legislation on the implementation of pre-contractual measures to establish an employment relationship. In Germany, Section 26 of the Federal Data Protection Act (BDSG) - data processing for employment purposes - applies in conjunction with Art. 6 (1) sentence 1 b of the GDPR.

Insofar as special categories of personal data are processed, this is done pursuant to Art. 9 (2 b) of the GDPR. If processing of health data is necessary for the job you have applied for in order to assess your ability to perform the job, this is done on the basis of Art. 9 (2 h) of the GDPR in conjunction with the relevant national regulations.

Do I have to register with the applicant portal self-service?

You have the possibility to set up a personal account in the self-service portal of the e-recruiting system (SmartRecruiters). This is voluntary and not required in order to apply for a job with a company of the BayWa Group. However, this will give you the opportunity to manage different application profiles and to coordinate job offers and applications – also at companies outside of the BayWa Group. Please note, that this data protection information does not apply to data processing in connection with this personal account. The responsibility for data processing within the framework of the self-service lies solely with SmartRecruiters and not with a BayWa Group company. For further information, please refer to the SmartRecruiters privacy policy.

How does the application process work?

You can apply directly to job advertisement published on our e-recruiting system by entering your data in an application profile created individually for the advertised position. You can send us your data via a link to a social network (e.g. XING), by manually entering data and/or using “CV Parsing” (transfer of specific CV data to our e-recruiting system).

Data from paper applications are manually transferred to our e-recruiting system. You will receive an acknowledgement of receipt by post or by e-mail informing you whether we will return or destroy the application documents.

We will keep you informed about the processing status of your application, usually by e-mail.

As part of the application process, we may ask you whether we may forward your application documents to other vacancies that match your profile – possibly also at other companies of the BayWa Group.

Who is my data disclosed to?

Within the company of the BayWa Group to which the application is made, only the persons responsible for this and positions involved in the application process (e.g. superiors, personnel department, specialist department, employee representatives) are granted access to your personal data for the purposes mentioned above.

Other companies of the BayWa Group are generally considered separate controllers. If the persons involved in the application process belong to another company of the BayWa Group, your data may be transferred to the respective persons in individual cases.

We commission service providers as part of fulfilling our contractual and legal obligations. We have concluded the necessary contracts with these service providers in accordance with the data protection law, insofar as they process personal data on our behalf. These service providers may also be other companies of the BayWa Group. For e-recruiting, we use a software solution from SmartRecruiters GmbH, Winsstr. 62/63, 10405 Berlin, which acts as data processor for us in this respect.

Your data will not be disclosed to other recipients outside of the BayWa Group.

Is my personal data transmitted to a third country?

We will only transfer personal data to contractors or service providers outside the European Economic Area (EEA), if the EU commission has decided that such third country ensures an adequate level of data protection or if other appropriate data protection guarantees (e.g. EU standard contract clauses) are in place.

In the case of an application with a company of the BayWa Group outside the European Economic Area (EEA), the transfer is carried out in accordance with Art. 49 (1 b) of the GDPR, unless other appropriate data protection guarantees are available.

The computer centre for the SmartRecruiters GmbH applicant platform used by us is located in Germany.

For how long will my data be stored?

We delete your personal data as soon as it is no longer required for the purposes for which it was processed and the retention periods existing under national law have expired.

If you are hired, your data is transferred from the applicant management system to the personnel administration system of the respective company and then deleted from the applicant platform after one month.

If you withdraw your application before we have made a decision on whether to accept or reject it, you can immediately delete your data in your personal account – if you have created one – or you can contact bewerberservice@baywa.de.

Once the application procedure has been concluded by a rejection on our part, we will store your application documents for a period of six months in order to be able to answer questions in connection with your application and its rejection. Your application documents will then be completely deleted; no separate notification will be made.

What are my rights under data protection law?

As a data subject, you have the following rights vis-à-vis the data controller:

- Right to access
- Right to rectification
- Right to restriction of processing
- Right to erasure
- Right to be informed
- Right to data portability
- Right to object
- Right to withdraw consent – the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal
- Right to lodge a complaint with a supervisory authority: Without prejudice to any other administrative or judicial remedy, any person concerned has the right to lodge a complaint with a supervisory authority – in particular in the member state of their habitual residence, place of work or place of the alleged infringement – if they consider that the processing of their personal data by us infringes the GDPR.

Annex: Group companies

Enclosed you will find the contact details of the BayWa Group company you have applied to as well as the contact data of the data protection officer if appointment is required by law.

Deutschland	
Der Datenschutzbeauftragte der hier genannten deutschen Unternehmen des BayWa-Konzerns ist unter der jeweils genannten Anschrift oder unter datenschutzbeauftragter@baywa.de zu erreichen.	
BayWa AG	Arabellastr. 4, 81925 München
Claas Main-Donau GmbH & Co. KG	Südstr. 6, 97258 Gollhofen
Claas Nordostbayern GmbH	Auf der Heide 8, 92665 Altenstadt a. d. Waldnaab
CLAAS Südostbayern GmbH	Franz-Marc-Str. 12, 84513 Töging
CLAAS Württemberg GmbH	Magirusstraße 17, 89129 Langenau
TechnikCenter Grimma GmbH	Gewerbestr. 1, 04668 Grimma
LTZ Chemnitz GmbH	Mühlauer Str. 11, 09232 Hartmannsdorf
FarmFacts GmbH	Rennbahnstr.7, 84347 Pfarrkirchen
Interlubes GmbH	Max-von-Laue-Straße 12, 97080 Würzburg
Bad und Heizung Krampfl GmbH	Lagerhausstraße 17a, 94447 Plattling
Landhandel Knaup GmbH	Rudolf-Diesel-Str. 8, 33178 Borcheln
Peter Frey GmbH	Zur Fasanerie 1, 85456 Wartenberg
Röthlein Logistik GmbH	Am Eitzberg 20, 97520 Röthlein
BayWa Agrarhandel GmbH	Kleine Drakenburger Str. 7b, 31582 Nienburg/Weser
BayWa CS GmbH	Bahnhofstr. 18, 92507 Nabburg
BayWa Energie Dienstleistungs GmbH	Arabellastraße 4, 81925 München
BayWa Haustechnik GmbH	Käthe-Paulus-Straße 7, 85092 Kösching
BayWa IT GmbH	Arabellastraße 4, 81925 München
BayWa Mobility Solutions GmbH	Arabellastraße 4, 81925 München
BayWa Obst GmbH & Co. KG	Raiffeisenstraße 24, 88079 Kressbronn am Bodensee
BayWa Pensionsverwaltung GmbH	Arabellastraße 4, 81925 München
BayWa Stiftung GmbH	Arabellastraße 4, 81925 München
Baywa Global Produce GmbH	Arabellastraße 4, 81925 München
BayWa Rent GmbH	Arabellastraße 4, 81925 München
Diermeier Energie GmbH	Mahkornstraße 14, 94315 Straubing
Bölke Handel GmbH	Queiser Ring 5, 06188 Landsberg OT Queis
LODUR Energieanlagen GmbH	Am Helmgarten 3, 09405 Zschopau
Ceraflex GmbH	Großendorf 113, 4551 Ried im Traunkreis, Österreich
BayWa Bau Projekt GmbH	Arabellastr. 4, 81925 München
H2X GmbH	Arabellastr. 4, 81925 München
Foster GmbH	Arabellastr. 4, 81925 München
Emmeringer Heizungsbau GmbH	Anton-Pendele-Straße 5, 82275 Emmering
EUROGREEN GmbH	Betzdorfer Str. 25-29, 57520 Rosenheim