

Privacy policy on applications

We are glad that you would like to apply to us. In the following, we explain how we process your personal information in an application and provide other relevant information in this context.

1. Who is responsible for the processing of your personal data?

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2. Data Protection Officer

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3. For what purposes and on what legal basis do we process personal data?

We process personally identifiable information about you for the purpose of your application for employment, to the extent necessary for the decision to establish employment with us. The legal basis is § 26 para. 1 in conjunction with para. 8 sent. 2 BDSG.

Furthermore, we may process personal data about you, as far as this is required to defend against asserted legal claims from the application process against us. The legal basis is Art. 6 (1), letter (f) DSGVO, the legitimate interest is, for example, a burden of proof in proceedings under the General Equal Treatment Act (AGG).

Insofar as employment arises between you and us, pursuant to § 26 (1) BDSG we may further process the personal data you have already received for employment purposes if this is necessary for the performance or termination of the employment relationship or for performance or fulfillment of required by a law or collective agreement, an operating or service agreement (collective agreement) and duties of employee representation.

If the position to which you have applied is otherwise occupied by us, we reserve the right to examine your application documents for any other vacancies that fit your profile.

4. Which categories of personal data do we process?

We process data related to your application. This may include general personal information (such as name, address and contact details), details of your qualifications and education, or CVET information, or other information that you provide to us in connection with your application. Incidentally, we can process your publicly available job-related information, such as a profile in professional social media networks.

5. What categories of recipients data exist?

We may transfer your personal data to companies affiliated with us, insofar as this is possible within the scope of the provisions of para. 3 purposes and legal bases. Incidentally, personal data are processed on our behalf on the basis of contracts pursuant to Art. 28 GDPR, in particular by host providers or providers of applicant management systems.

6. Is the transfer to a third country intended?

A transfer to a third country is not intended.

7. How long will your data be stored??

We store your personal information as long as this is necessary to decide on your application. Insofar as an employment relationship between you and us does not materialize, we may also continue to store data as far as necessary to defend against possible legal claims. Should it not come to an employment your data are deleted after 6 months.

8. What rights do you have?

As an applicant with us you have depending on the situation in individual cases, the following data protection rights, the exercise of which you us or our data protection officer at any time under the. Can contact 1 and 2 mentioned data:

a. Information

You have the right to receive information about your personal data processed by us and to request access to your personal data and / or copies of this data. This includes information on the purpose of the use, the category of data used, their recipients and beneficiaries and, if possible, the planned duration of the data storage or, if that is not possible, the criteria for determining that duration.

b. Correction, deletion or restriction of processing

You have the right to demand immediate correction of incorrect personal data concerning you. Taking into account the purposes of processing, you have the right to request the completion of incomplete personal data, including by means of a supplementary statement.

c. Right to object to the process

Insofar as the processing of your personal data takes place on the basis of Article 6 (1) (f) of the GDPR, you have the right, at any time, to object to the processing of such data for reasons arising from your particular situation. We will then no longer process that personal information unless we can demonstrate compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the purposes of asserting, exercising or defending legal claims.

d. Right of withdrawal

If processing is based on consent, you have the right to revoke your consent at any time without affecting the lawfulness of the processing carried out on the basis of the consent to revocation. For this you can contact us or our data protection officers at any time under the above mentioned data.

e. Right of deletion

You have the right to ask us to delete your personal information without delay and we are required to delete your personal information immediately if any of the following is true :

- The personal data are no longer necessary for the purposes for which they were collected or otherwise processed
- They object to the processing according to point 8.c above and there are no legitimate reasons for the processing.
- The personal data were processed unlawfully.
- The deletion of personal data is required to fulfill a legal obligation under Union or national law to which we are subject.

This does not apply if processing is required:

- to fulfill a legal obligation that requires processing under the law of the Union or of the Member States to which we are subject.
- to assert, exercise or defend legal claims.

f. Right to restriction of processing

You have the right to demand that we restrict processing if one of the following conditions is met:

- The accuracy of your personal information is disputed by you for a period of time that allows us to verify the accuracy of your personal information,
- the processing is unlawful and you reject the deletion of personal data and instead demand the restriction of the use of personal data;
- we no longer need your personal information for the purposes of processing, but you need it to assert, exercise or defend your rights; or
- You have lodged an objection against the processing in accordance with point 8.c above, as long as it is not certain that our legitimate reasons outweigh yours.

If processing has been restricted in accordance with this subparagraph, these personal data may only be used, with the exception of their storage, to assert, exercise or defend legal claims or to protect the rights of another natural or legal person or for important public reasons Interest of the Union or of a Member State.

If you have a limitation on the processing, we will inform you before the restriction is canceled.

g. Right of appeal

Without prejudice to any other administrative or judicial remedy, you shall have the right to lodge complaints with a supervisory authority, in particular in the Member State of your place of residence, employment or the place of the alleged infringement, if you consider that the processing of the personal data related to you Data violates the GDPR.

9. Need to provide personal information

The provision of personal data is neither legally nor contractually required, nor are you obligated to provide the personal data. However, the provision of personal data is required to conclude a contract of employment with us. This means that unless you provide us with personal data when applying, we will not enter into any employment relationship with you.

10. No automated decision-making

There is no automated decision in individual cases within the meaning of Art. 22 GDPR, that is, the decision on your application is not based solely on automated processing.