Data Protection Information for Applicants

We are pleased that you are interested in our company and that you applied or are applying for a position in our company. Below we would like to provide you with information regarding the processing of your personal data in connection with your application.

Who is responsible for data processing?

The responsible entity in terms of data protection law is:
Company Name
Street Nr.
ZIP Code City

You will find further information about our company, details of the authorized representatives and other contact options in our imprint on our website:
https://www.companyname.de/imprint

Which of your data do we process? And for what purposes?

We process the data that you have sent us regarding your application in order to check your suitability for the position (or any other open positions in our company) and to carry out the application process.

What is the legal basis for this?

The legal basis for processing your personal data in this application procedure is primarily Section 26 of the German Federal Data Protection Act (BDSG) in its version applicable as of May 25, 2018.

According to this, the processing of data required with regard to the reason for the decision on the establishment of an employment relationship is permitted.

Should the data be required for legal prosecution after completion of the application process, data processing may be carried out on the basis of the requirements of Art. 6 GDPR, in particular to safeguard legitimate interests pursuant to Art. 6 para. 1 lit.) GDPR. Our interest then lies in the assertion of or defense against claims.

How long will the data be stored?

Applicants' data will be deleted after 6 months in the event of rejection. In the event that you have consented to further storage of your personal data, we will transfer your data to our applicant pool. The data will be deleted there after two years. If you have been accepted for a position as part of the application process, the data will be transferred from the applicant data system to our personnel information system.

To which recipients is the data forwarded?

We employ a specialized software provider for the application process. This provider acts as a service provider for us and may also gain knowledge of your personal data in connection with the maintenance and servicing of the systems.

We have concluded a so-called order processing contract with this provider, which ensures that the data processing is carried out in a permissible manner.

Your applicant data will be reviewed by the HR department after receipt of your application. Suitable applications are then forwarded internally to the department managers responsible for the respective open position. We will then decide on the next steps.

Within the company, only those persons have access to your data who need it for the proper course of our application process.

Where is the data processed?

The data is processed exclusively in data centers in the Federal Republic of Germany.

Your rights as the "affected party"

You have the right to request information about the personal data we process concerning you. If a request for information is not made in writing, we ask for your understanding that we may require proof of your identity to confirm that you are the person you claim to be. Furthermore, you have a right to rectification or erasure or to restriction of processing, provided that you are legally entitled to do so.

You also have the right to object to processing within the scope of the statutory provisions. The same applies to the right to data transferability.

You have the right to complain to a data protection supervisory authority about the processing of personal data by us.

Our data protection officer

We have appointed a data protection officer in our company. You can reach them under the following contact options:
Company Name
- Data Protection Officer –
Street Number
ZIP Code City
Email: dataprotection@companyname.de

You have the right to lodge a complaint with a data protection supervisory authority regarding the processing of your personal data by us