

General information to the data subject about the collection of personal data as an applicant

Introduction

Thank you for your interest in working for our company. We attach great importance to data protection and thus also to the protection of your personal data that we process as part of the application procedure. With this information we would like to inform you about the processing of your personal data and the rights to which you are entitled. „Personal data“ includes all information relating to an identified or identifiable person, such as name, address and e-mail address. Processing your data means any use by us, such as using, storing, deleting or disclosing it. We process your data to decide whether we want to enter into an employment relationship with you. This relates in particular to data on your professional qualifications as well as your knowledge and skills. As the controller, we have taken what we consider to be the necessary technical and organisational measures to ensure the most comprehensive protection of your personal data. However, we cannot guarantee that there will be no security gaps when data is transmitted via the Internet. For this reason, we offer you the option of sending us your application documents by post.

Responsible:

aconso AG, Theresienhöhe 28, 80339 Munich, Germany

Phone: +49 (0) 89-516186-0

Mail: contact@aconso.com

Website: www.aconso.com

Board of Directors:

Dr. Martin Grentzer, Olaf Harms, Ulrich Jänicke, Thomas Schäfer

Data Protection Officer:

Carsten Knoop, audatis Consulting GmbH, Luisenstr. 1, 32052 Herford, Germany Phone: 05221 87292-0

Mail: datenschutz-aconso@audatis.de

You can contact our data protection officer directly at any time with all questions and suggestions regarding data protection.

Information on the processing activities:

Categories of data we process and indication of the source from which the data originate:

When you apply for a job with us, we will receive personal information from you and, where applicable, from third parties. This information is in particular your personal details and professional qualifications.

Purposes of the processing activity:

The processing is carried out for the purpose of selecting suitable applicants to fill vacancies.

Legal basis of the processing activity:

We process your personal data exclusively for the purpose of carrying out the application process. Should we conclude an employment contract with you, your personal data may also be processed for the performance of the employment relationship in compliance with the statutory provisions. In this case, we will inform you again about the processing of your personal data within the scope of the employment relationship. The legal basis for the processing of your data is Section 26 (1) BDSG in conjunction with Art. 88 GDPR. The processing may also be necessary to protect our legitimate interests as a company, provided that your interests or fundamental rights and freedoms do not prevail (Art. 6 (1) lit. f GDPR). In the event that we invoke the existence of legitimate interests as justification for data processing, these legitimate interests arise from Articles 12 and 14 of the German Basic Law. In addition, processing may also be justified if you have given your consent to the processing of personal data relating to you for one or more specific purposes, for example considering your application for future job vacancies (Art. 6 (1) lit. a GDPR). It may be possible that, in addition to the consent you have given, we are also entitled to process on the basis of one of the above-mentioned legal provisions. In the event that we rely on your consent as justification for data processing, you have the right to revoke this consent at any time. Please note that the revocation does not subsequently remove the lawfulness of the data processing.

Categories of recipients:

Internal recipients are employees responsible for HR, management, HR department and direct supervisors. We also use service providers (including data processors) to fulfil our tasks, such as IT service providers and hosting providers.

Data transfer to a third country:

There is no planned transfer to third countries.

Additional information requirements:**Storage period of personal data:**

We will only store your personal data to the extent that and for as long as it is necessary for the purpose for which it was collected by us or provided to us by you. We therefore store your personal data as follows:

1. for the duration of the application procedure;
2. if your application was unsuccessful, after notification of the rejection decision for as long as we need the data to clarify enquiries or disputes (up to 6 months);
3. if you have expressly consented that we should also consider your application in future job vacant positions, your data may also be stored for a correspondingly longer period (usually 6 months after the conclusion of the original application process);

4. if there is a corresponding legal obligation to store the data for a longer period, for the duration of this legal period. After the purpose of storage has ceased or a statutory storage period has expired, we will delete your personal data in accordance with the statutory provisions.

Rights of the data subject:

As a natural person, you have the right to information (pursuant to Art. 15 GDPR) from the controller about the personal data concerning you, as well as the right to rectification (Art. 16 GDPR), deletion (Art. 17 GDPR) and restriction of processing (Art. 18 (1) GDPR). Furthermore, you have the **right to object to processing (Art. 21 GDPR)** and the right to data portability (Art. 20 GDPR).

If you wish to exercise your rights, please contact the data protection officer or our head office.

Right of appeal:

You have the right to lodge a complaint with the competent supervisory authority.

Obligation to provide the personal data:

The provision of personal data is not required by law or contract, nor are you obliged to provide the personal data. However, the provision of personal data is necessary for the implementation of the application process.

This means that if you do not provide us with personal data when applying, we will not be able to carry out the application procedure and thus conclude a corresponding contract with you.

Automated decision making:

No automated decision-making or profiling is performed.

Further information:

You can request further information on the processing of your personal data via our data protection officer or the head office or view it at our premises.