

Privacy Guidelines for Job Applicants

You have the option of submitting applications for positions vacant to us by email (for example). We process the data that you send to us as part of your application for the purposes of determining your suitability for the announced position (or perhaps for other positions vacant in our company) and of processing the application. When we receive your application, the HR department and the heads of the pertinent departments in our company view your application data. The fundamental principle in our company is that solely those persons with a need to know for the processing of the application have access to your data.

Legal grounds for the processing of your personal data during the application process include in particular Section 26 (1) BDSG [Federal Data Protection Act]. As provided by this statute, the processing of data is permissible insofar as it is required for making the decision about the establishment of an employment relationship. Legal grounds for the storage of any additional information you may have voluntarily provided are found in point (f) of Art. 6 (1) GDPR as we have a legitimate interest in processing the additional information you have voluntarily provided for the purposes of the application process. If you give your consent to the continued storage of your personal data in our applicant pool after the conclusion of the application process (even if it is unsuccessful for you), your consent constitutes the legal grounds for the related further processing in accordance with point (a) of Art. 6 (1) GDPR. You may withdraw your consent at any time, effective for the future, without stating your reasons.

In the event of our rejection of an application, applicants' personal data will normally be erased after four months, but in any case no later than after six months. If you have given your consent to the further processing of your personal data in our applicant pool, the data will be erased when they are no longer required for the purposes for which they were collected and processed; as a rule, this will happen two years after inclusion in the applicant pool. If the application process results in your selection for a position, your data will be transferred to the personnel management system and processed there insofar as this is required for the establishment and performance of the employment relationship.

Last revised on 24/10/2018.