

DATA PROTECTION INFORMATION SHEET FOR APPLICANTS

(ACC. TO ART. 13 & 14 OF THE GDPR)

Dear Applicant,

The protection and security of your personal data are an important concern to us. Also, as we implement our obligations resulting from the European General Data Protection Regulation (in short: GDPR), we will provide you with an overview so you can see why we collect your data as part of the application process and in what form we process them

1. Who is responsible for the data processing and who can I contact if I have questions?

The company that posted the job is responsible for the data processing and even remains responsible when it commissions others (third parties) to complete certain tasks ([see Section 3](#)). If you have questions about the processing of your data, please contact the [person](#) mentioned in the job posting.

2. Scope of processing

2.1 From what source come the data and what data categories are processed?

We process personal data (in short "PD") that we have permissibly received from your application, from third parties having a data transmission authorization from us (e.g. personnel consultants or personnel service providers) and, in exceptional cases, from publicly available sources (e.g. telephone book, media). PD include, in particular, your identity data (name, date and place of birth, citizenship, etc.), private contact information and all application documentation. In addition, we also store your PD for processing results that we generate ourselves.

2.2 For what purposes and based on what legal foundation are my data processed as part of the application process?

2.2.1 *Processing of voluntary information or based on your (explicit) consent (Art. 6 Para. 1 Letter a & Art. 9 Para. 2 Letter a of the GDPR).*

In the course of the application process, you voluntarily transmit to us your PD listed below, i.e. by transmitting these data, you give us your consent to process the information as part of the application and selection process:

- Identity data (name, date of birth, citizenship, etc.) and photo
- Personal contact information (address, telephone number, e-mail address, etc.)
- Sociodemographic data (marital status, military and civil service information, etc.)
- Education & training information and language skills
- Test results, certificates and other proofs of qualification
- Resume and professional experience, information about special occupational requirements
- Information about the job desired (name or description of the position, expected salary, intended start of employment, etc.)
- Information sources (from where did you learn about the company or posted job, etc.)

Basically, with each application, your information is only used by the company you applied for and is not forwarded to other companies of our corporate group.

Naturally, this also applies in an **application for an apprenticeship**. If you are applying for an apprenticeship in a Greiner company and you would like your application to be forwarded to other companies of the Greiner Group in Austria, please let us know this expressly in writing. Please bear in mind that this statement must also be signed by your parent or legal guardian if you are a minor.

We may have to reject you for the job you applied for. However, we would possibly like to **keep** your documentation for up to 12 months for future open positions. If this is also in your interest, we request you to send us the corresponding notification or declaration of consent. You have the right to **revoke** your consent at any time without affecting the legitimacy of the processing that took place until the revocation (**see Section 4**).

2.2.2 Processing to fulfill pre-contractual obligations (Art. 6 Para. 1 Letter b of the GDPR), processing based on our justified interests or third-party processing (Art. 6 Para. 1 Letter f of the GDPR) in the implementation of entrepreneurial freedom

As part of the selection process, i.e. until concluding an employment contract or ending the application process (rejection), we process the correspondence related to your application and the selection process as well in addition to the information listed in Section 2.2.1.

For selected positions and in cooperation with partner companies, we use testing systems for suitability and personnel diagnostics, and provide certain PD information to our cooperation partners for performing the testing. If you do not want this due to reasons worth considering, you can **file an objection** against the processing.

2.2.3 Processing in case of (labor law) disputes (Art. 6 Para. 1 Letter f and Art. 9 Para. 2 Letter f of the GDPR)

If a legal dispute occurs in the course of the application or staffing process, the data necessary for the appropriate legal prosecution will be transmitted to legal representatives and courts.

2.3. Is the provision of data legally or contractually prescribed or necessary for a contractual conclusion?

Without the provision of certain PD, we can neither perform the application process nor conclude a contract with you in the future.

3. Forwarding and foreign countries

3.1. Who receives my data?

To achieve the aspired purposes, it can be necessary for us on a case-by-case basis to transmit and disclose your data to recipients (other corporate group companies, authorities, public bodies, legal representatives, courts) or allow cooperation partners access to your data to perform data management on our behalf, for example, in order to utilize software and IT infrastructure and for support and maintenance purposes. The relevant data in the respective individual case are transmitted based on (pre-)contractual agreements, statutory provisions or with your explicit consent.

We work only with cooperation partners that offer sufficient guarantees that your data will also be in safe hands with them. You receive the list of recipients and cooperation partners from the person mentioned in the job posting.

3.2. Are data transmitted to a third country or an international organization?

A transmission to other corporate group companies in third countries can take place based on your explicit consent. Your PD are transmitted to cooperation partners based in Switzerland, but the Swiss data protection level equals that of the EU owing to an adequacy decision.

3.3. How long are my data stored?

We store your data during the entire application process and for 6 months after its completion, but keep your documentation for 12 months if you request it and only with your explicit consent (see Section 2.2.1.).

4. Rights of the affected persons

4.1. What data protection rights am I entitled to?

You have the right at all times,

- To request information about what data from you we are processing (for details, see Art. 15 of the GDPR)
- To have your data corrected or deleted as long as the company's justified interests do not outweigh the processing (for details, see Art. 16 of the GDPR)
- To restrict the processing of your data (for details, see Art. 18 of the GDPR)
- To object to the data processing (for details, see Art. 21 of the GDPR)
- To claim data portability (for details, see Art. 20 of the GDPR)

4.2. Can I revoke my consent?

You have the right to revoke your consent to the use of your data at any time ([see Section 2](#)) without affecting the legitimacy of the consent-based processing that took place until the revocation. If you would like to revoke your consent, please contact the person mentioned in the job posting or the company's website.

4.3. Is there a right to complain to a supervisory authority?

If your data protection rights are violated against expectation, you are entitled to lodge a complaint with your country's supervisory authority, especially in your place of residence or work, or with another data protection authority in the EU. You can find an overview under [data protection authorities](#).

4.4. Is there automated decision-making that includes profiling in staffing?

Neither automatic decision-making nor a decision based on profiling take place.¹

¹ Article 4.4 of the GDPR defines profiling (<http://eur-lex.europa.eu/legal-content/DE/TXT/HTML/?uri=CELEX:32016R0679&from=DE>).

4.5. Are data processed further for other purposes?

We process your data only for the purposes listed above. If we intend to process them (further) for other purposes, we will inform you separately about this.

We hope that this information sheet has made it clear to you in what form and for what purposes we process your data. If nonetheless you still have questions about the processing of your data, please contact the [person](#) indicated in Section 1.