



## **Information on the processing of your application data**

Dear applicants (m/f/d),

we are pleased about your interest in working for the conceito GmbH and about your application.

Data protection is very important to us! For this reason we would like to inform you here about the processing of your personal data according to Art.13 of the General Data Protection Regulation (GDPR) by the conceito GmbH and the rights you are entitled to according to the data protection law.

We assure you that we will only collect, process and use your application and the personal data provided in this context for the execution of the application procedure and that we will treat them confidentially. You will find more information about data protection at conceito on our website under the point "Data protection".

### **Who is responsible for the data processing and who is data protection officer?**

#### **Responsible for the data processing is**

conceito GmbH

Leutzenheldstraße 4

76327 Pfinztal

Germany

Phone: + 49 7240 943143

Mail: [info@conceito.eu](mailto:info@conceito.eu)

You can contact our data protection officer at the above address or at: [dsb@conceito.eu](mailto:dsb@conceito.eu)

### **What categories of data do we use and where does it come from?**

The categories of personal data processed include in particular your master data (such as first name, surname, name affixes, nationality and personnel number), contact data (such as private address, (mobile) telephone number, e-mail address) as well as the data of the entire application process (cover letter, certificates, questionnaires, interviews, qualifications and previous activities). If you have also voluntarily provided special categories of personal data (such as health data, religious affiliation, degree of disability) in your letter of application or in the course of the application procedure, processing will only take place if you have given your consent.

As a rule, your personal data will be collected directly from you during the recruitment process. In addition, we may have received data from third parties (e.g. employment agencies).

In addition, we may occasionally process personal data that we have obtained from publicly accessible sources (e.g. professional social networks).



### **For what purposes and on what legal basis are data processed?**

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the Federal Data Protection Act (FDPA) and all other relevant laws (e.g. BetrVG, AGG, etc.).

Data processing primarily serves to carry out and process the application procedure and to assess the suitability for the position in question. As a result, the processing of your applicant data is necessary in order to be able to decide on the establishment of an employment relationship. The primary legal basis for this is Art. 6 para. 1 b) GDPR in conjunction with § Section 26 (1) FDPA.

The processing of special categories of personal data is based on your consent in accordance with Art. 9 Para. 2 a) GDPR in conjunction with § 26 Para. 1 FDPA. § Article 26 paragraph 2 of the FDPA.

Where necessary, we also process your data on the basis of Art. 6 Para. 1 f) GDPR and § 15 AGG in order to protect the legitimate interests of ourselves or third parties (e.g. authorities). This applies in particular to the investigation of criminal offences (legal basis § 26 para. 1 sentence 2 FDPA) or for internal communication and other administrative purposes.

Your application data will be treated confidentially at all times. Should we wish to process your personal data for a purpose not mentioned above, we will inform you in advance.

### **Who receives your data?**

Within our company, only those persons and positions (e.g. personnel department, management, specialist department) receive your personal data that they need to make a hiring decision and to fulfil our contractual and legal obligations.

Beyond that, your personal data will not be transferred to any other recipients outside the company.

### **What data protection rights can you assert as a data subject?**

You can request information about the data stored about you at the above address. In addition, under certain circumstances, you can demand the correction or deletion of your data. You may also have a right to restrict the processing of your data and a right to have the data provided by you released in a structured, common and machine-readable format.

### **Right of objection**

You have the right to object, without giving reasons, to the processing of your personal data for direct marketing purposes. If we process your data to protect legitimate interests, you may object to this processing for reasons arising from your particular situation. We will then no longer process your personal data, unless we can demonstrate compelling reasons for processing which are worthy of protection and which outweigh your interests, rights and freedoms, or unless the processing serves to assert, exercise or defend legal claims.



### **Where can you complain?**

You have the possibility to lodge a complaint with the above-mentioned data protection officer or with a data protection supervisory authority. The data protection supervisory authority responsible for us is

The State Commissioner for Data Protection and Freedom of Information of Baden-Württemberg:

PO Box 10 29 32

70025 Stuttgart

Germany

### **How long will your data be stored?**

We delete your personal data six months after the application process is completed. This does not apply if legal provisions prevent deletion or if further storage is necessary for the purpose of providing evidence or if you have consented to longer storage.

If we are unable to offer you a vacant position, but are of the opinion based on your profile that your application might be of interest for future job offers, we will process your personal application data in our applicant database for 12 months, provided that we have your express consent to do so. For this purpose, your data from the application will be stored in an applicant pool so that you can also be considered as an applicant for other suitable vacancies. In this case, we will contact you by e-mail or telephone for future vacancies.

### **Are you obliged to provide your data?**

As part of your application, you are required to provide the personal data required to carry out the application procedure and the assessment of suitability. Without this data, we will not be able to carry out the application process and make a decision on whether to establish an employment relationship.