

Information for Applicants per Art. 13 DSGVO

1. Party Responsible for Data Processing

The party responsible for processing personal data pertaining to the application process with regard to the General Data Protection Regulation (GDPR) is:

Mr. Wolfram Stroese, Data Security Officer

2. Data Security Officer

The data security officer is available to answer your questions regarding the processing of your personal data at hello@findingheads.de. You may also contact this person via the aforementioned contact information by adding "Attn: Data Security Officer / Datenschutzbeauftragten."

3. Purpose of Data Processing, Data Categories, and Legal Basis

We retain the personal data you provide as part of the application process. This applies to applications for advertised job openings as well as unsolicited applications. The information can include contact data, all information pertaining to the application (CV, certifications, qualifications, responses to questions, etc.) as well as banking information (in order to refund travel costs). The legal basis for this data collection is Art. 6 Para. 1 Sect. f GDPR and § 26 Para. 1 BDSG-neu.

Provided you grant consent for us to retain your personal data during the application procedure for a determined period of time or to use the data within the company for similar job filling processes, the legal basis is Para. 6 I a GDPR.

4. Data Sharing, Data Transfer to Third Countries

Within the responsible department, only those positions entrusted with the preparation and management of the application process will receive your information. This includes employees of the human resources department as well as the departments in which a position is to be filled, the management staff and potential superiors, and the work council will receive the application documents. Service providers hired and commissioned by us (so-called contract processors, see Art. 28 GDPR) can process data for the purposes stated.

Transfer to third countries will not take place.

5. Data Retention

Provided that no legal retention guideline exists, data will be deleted as soon as retention is no longer necessary, or the legitimate interest in retention no longer applies. If no hiring takes place, then this will generally take place no more than six months after the application process has been completed.

On an individual basis, some data may be retained for a longer period (e.g., settling travel costs). The duration of retention will be determined by legal retention requirements, the German tax code (6 years) or the German Commercial Code (10 years).

Provided that you have granted consent for your personal data to be retained for a determined length of time, then this retention period shall apply.

6. Your Rights As an Applicant

Every affected person has a right to information per Art. 15 GDPR, right to correction per Art. 16 GDPR, right to deletion per Art. 17 GDPR, the right to limitation of processing per Art. 18 GDPR, as well as the right of data transfer per Art. 20 GDPR.

The limitations per §§ 34 und 35 BDSG [Federal Data Protection Act] apply for the right to information and right to deletion.

Furthermore, you have the right to lodge a complaint to a data protection monitoring bureau (Art. 77 GDPR in conjunction with § 19 BDSG).

7. Information Regarding Your Right of Rescission per Art. 21 General Data Protection Regulation (GDPR)

You have the right at any time to rescind consent to process your personal data for reasons resulting from your particular situation based on Art. 6 Para 1 Sect. f GDPR (data processing based on legitimate interest). This also applies for profiling supported by this provision in the sense of Art. 4 No. 4 GDPR, which can be used for applicant selection, for example.