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Information about the collection and processing of your personal data as part of the job application process

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Introduction

Care and transparency provide the basis for collaboration that is based on trust. We therefore provide you with information about how we process your personal data in the context of a job application and how you can exercise the rights to which you are entitled in accordance with the General Data Protection Regulation (GDPR) and the new Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG).

Who is responsible for data processing?

The responsible party is:

PROSTEP AG
Dolivostraße 11
64293 Darmstadt

How can you contact the data protection officer?

You can contact our data protection officer at:

PROSTEP AG
Personal/confidential
Data protection officer
Dolivostraße 11
64293 Darmstadt
E-mail: datenschutz@prostep.com

Why do we process your personal data and what is the legal basis for doing so?

We process your personal data as part of the job application process to the extent necessary to come to a decision regarding whether or not to enter into an employment relationship with you. The legal basis for this is Section 26 (1) BDSG. We may also process your personal data to the extent necessary to defend ourselves against legal claims asserted against us that arise from the job application process. The legal basis for this is Art. 6 para. 1(f) GDPR; a legitimate interest is, for example, the burden of proof in proceedings under the General Equal Treatment Act (Allgemeines Gleichbehandlungsgesetz, AGG).

If we would like to store your personal data in order to take you into account for positions that may be of interest to you in the future, we will obtain your consent in accordance with Art. 6 para. 1(a) GDPR.

Once an employment relationship between you and us has been established, we may further process the personal data you have already provided to us for employment purposes in accordance with Section 26 (1) BDSG should this be necessary for the performance or termination of the employment relationship or in order to exercise or fulfill the rights and obligations regarding the representation of the interests of the employees arising from legislation or a wage, works or service agreement (collective agreement).

Which categories of personal data do we process?

We process data that is related to your application. This may include general personal information about you (such as your name, address and contact details), information about your professional qualifications and school education, information about further training or other information that you have provided to us in the context of your application.

Who will your data be shared with?

Your personal data will only be processed within PROSTEP AG, PROSTEP subsidiaries and companies affiliated with PROSTEP AG and can only be viewed by authorized persons. No data will be passed on to third parties.

The recipients at PROSTEP are the human resources department and all participants in the application process. Participants in the process are all the departments at PROSTEP, such as division, business unit, team and office managers, i.e. managers in whose work area the hiring of new employees falls and to whom you as an applicant could be of interest.

Will your data be transferred to countries outside the European Union (third countries)?

Your personal data will not be transferred to countries outside the European Union.

How long will your data be stored?

We will store your personal data for as long as is necessary to make a decision about your application. If no employment relationship between you and us is established, we may also continue to store data to the extent necessary to defend ourselves against possible legal claims. The application documents will be deleted six months after you have been notified that you did not get the job unless they need to be stored longer due to legal disputes. If you have consented to your data being stored, your personal data will be stored until you revoke your consent.

What rights do you have with regard to the processing of your data?

You have the right to information, rectification, deletion, restriction of processing. The restrictions according to Sections 34 and 35 BDSG apply to the right to information and the right to deletion. You also have the right of appeal to the relevant data protection supervisory authority. The data protection supervisory authority responsible for us is the Commissioner for Data Protection and Freedom of Information in Hesse (<https://datenschutz.hessen.de/>)

If processing is carried out on the basis of a legitimate interest, you have the right to object to the processing for reasons arising from your particular situation. In the event that you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for processing the data that outweigh your interests, rights and freedoms, or that the processing is for the purpose of enforcing, pursuing or defending legal claims.

If the processing is based on your consent, you have the right to revoke your consent at any time in the future.

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

Do you have an obligation to provide your personal data?

The provision of personal data is neither required by law nor by contract, nor are you required to provide the personal data. However, you need to provide us with your personal data if you wish to enter into an employment relationship with us. This means that if you apply for a job, we will not enter into an employment relationship with you unless you provide us with personal data.

Changes to this information

If the purpose or method of processing your personal data change significantly, we will update this information and inform you of the changes in good time.