

Information related to Art. 13 and 14 GDPR

Privacy Policy for Applicants of it-novum GmbH

Thank you for your application and for the interest you have shown in our company.

Since protecting your personal data is particularly important to us, we would like to inform you in the following about our data protection principles and the nature of the processing.

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1 Contact details of the data controller

The controller of data processing pursuant to Art. 4 (7) GDPR is:

it-novum GmbH
Edelzeller Straße 44
36043 Fulda

Authorised representative managing director:
Michael Kienle

Telephone: +49 661 103-322
Email: info@it-novum.com

2 Contact details of the data protection officer

We have appointed a data protection officer for our company who is also available to help with any applications or questions you may have.

it-novum GmbH
Edelzeller Straße 44
36043 Fulda

Telephone: +49 661 103-859
Email: datenschutz@it-novum.com

3 Purpose of use

We use your applicant data during the selection process of the open position for which you are applying. If you have sent us an unsolicited application, we will check for potential possible jobs based on your application.

If you are hired, your applicant data is used to justify and to continue carrying out the resulting employment relationship.

In exceptional cases, we may use applicant data as defence against legal claims, for example, in anonymised form should other applicants take legal action on the basis of alleged discrimination. In this case, however, you will be informed about the usage.

4 Collection of data

You transmitted certain personal data and information to us during the application process. This may be (or already have been) done via email or by post.

You are solely responsible for the content of the texts you send. Please make sure that you do not send us any file attachments containing malware or viruses. Personal data that you transmit to us should not contain the following:

- Information about illnesses,
- Information about a possible pregnancy,
- Information about ethnic origin,
- Political, religious or philosophical beliefs,
- Union membership and sexual orientation,
- Defamatory or degrading information,
- Information that has nothing to directly do with your application.

The information that you transmit to us must be true and must not infringe the rights of third parties, provisions of public law or morality ('inadmissible content'). Should this nevertheless be the case, we retain the right to exclude you from the selection process. Based on this, your data shall be erased.

We also process personal data which we have received from third parties (e.g. recruiters) by reliable means.

5 Recipients

Your application data is used exclusively in our company for application purposes. The data is passed on internally to those involved in the selection decision (e.g. responsible member of staff in the HR department, superior to the open position, employee representative committee if one exists).

The data is not passed on to third parties. When presented with your application documents, we check whether there are alternative vacant positions in our company and will also discuss these positions with you.

6 Storage period

Upon completion of the application process, your data is made unavailable and erased after six months from the date of the selection decision. All applicable legal requirements shall be taken into account, in particular the Federal Data Protection Act (BDSG). If you are hired, the data shall continue to be stored, which you will be informed about separately.

If you have applied for a particular vacancy and we would like to keep your personal data for future tendering, we will always ask for your approval beforehand.

7 Data security

We take extensive precautions to protect your data and to prevent misuse by external parties. To do this, technical measures such as transport encryption (TLS), firewall systems, hacker-detering programmes (so-called intrusion detection and prevention systems), protective systems against malware and organisational precautions are used. In addition, measures have been taken to ensure the availability and resilience of the processing IT systems.

You can enquire about more detailed information concerning your data privacy by speaking directly with our data protection officer.

8 Your privacy rights

Every data subject, i.e. every applicant, has an unlimited right to access pursuant to Art. 15 GDPR, right to rectification pursuant to Art. 16 GDPR, right to erasure pursuant to Art. 17 GDPR, right to restriction of processing pursuant to Art. 18 GDPR, as well as the right to data portability pursuant to Art. 20 GDPR.

For the right to access and right to erasure, the restrictions according to Section 34 and 35 BDSG shall apply. Furthermore, there shall be the right to lodge a complaint with a data supervisory authority (Art. 77 GDPR in conjunction with Section 19 BDSG).

To exercise your rights or for any questions related to this, please contact our data protection officer.

9 Automated decision-making

As a general rule, we do not use any automated decision-making as part of the application process, including the selection process.

10 Communication of changes

We retain the right to partially update or change this Privacy Notice at any time without prior notification. The existing level of data protection will, however, always be maintained. You will be informed of changes and/or updates to the data protection regulations by email on the email address you have provided to us. Check the modified policy to take note of changes or updates and any possible consequences thereof.