

### **Data protection information for the processing of applicant data**

Submitted application documents and other collected data in the course of the application process, which can be assigned to you personally as applicants, are protected personal data within the meaning of Art. 4 No. 1 of the General Data Protection Regulation (GDPR). We hereby inform you in accordance with Art. 13 GDPR about the details of the processing of your applicant data.

Processing of your personal data by our company takes place exclusively within the framework of the data protection regulations, in particular the GDPR and the Federal Data Protection Act (FDPA). Your personal data may only be collected, stored, disseminated or used (data processing, Art. 4 No. 2 GDPR) in accordance with applicable data protection laws if this is expressly permitted or ordered by law or if you have given your effective consent (Art. 6 Para. 1 S. 1 a) in connection with Art. 7 GDPR). Processing of your personal data is permitted in particular if this is necessary for the decision on the establishment of an employment relationship or after the establishment of the employment relationship for its execution or termination (§ 26 Paragraph 1 FDPA, Art. 6 Paragraph 1 S. 1 b) GDPR). The same applies if the data processing is necessary to safeguard the legitimate interests of the data controller for purposes other than the employment relationship and there is no reason to assume that your legitimate interest as a data subject in the exclusion of the processing or use outweighs (Art. 6 para. 1 sentence 1 f) GDPR).

### **Responsibility and contact persons**

Responsible body (Art. 4 No. 7 GDPR) for the processing of your personal data in the application procedure:  
**ISG Informatik Service KG**, Aachener Straße 1042, 50858 Köln.

If you have any questions regarding data protection, please feel free to contact our data protection officer via e-mail: [datenschutz@isg-cgn.de](mailto:datenschutz@isg-cgn.de).

### **Personal data and the purposes of the processing**

#### **1. application for an advertised position**

In order for us to involve you in the application process for a specific position, you will need standard and meaningful application documents with which you can inform us about your personality profile and qualifications. As a matter of principle, we only use your application documents to decide whether to fill the position for which you have expressly applied. For this purpose, we will evaluate your application documents in the personnel department and forward them to your future supervisor. In addition, when filling managerial positions, the management will also be involved, which will also receive your application documents. We process your application documents electronically in our e-mail system and, if necessary, additionally by using printouts or copies (paper form). In the course of the application process, further personal data may be collected for this purpose from you personally, from generally accessible sources or from former employers and trainers. Legal bases of the data processing are art. 6 exp. 1 S. 1 b) GDPR, § 26 exp. 1 FDPA. If the application procedure does not lead to your recruitment, we will delete and destroy your applicant data as soon as a period of six months has elapsed following your or our company's final rejection.

Should an application procedure lead to a recruitment, we will include your application documents in your personnel file on the basis of Art. 6 Para. 1 S. 1 b) GDPR, § 26 Para. 1 FDPA, in order to inform you about your personality profile and your qualifications for the purpose of carrying out the employment relationship. In this case, your application documents will not be deleted and destroyed until your employment relationship is terminated again and another three years have elapsed since the end of the year of termination.

#### **2. Unsolicited applications**

If you submit an unsolicited application that does not refer to a specific position, we can consult your application documents in the context of recruitment decisions for all possible positions. We will first evaluate your application documents in the human resources department and then involve colleagues from the departments and send them your documents in which a position can be considered. We process

your application documents electronically in our e-mail system. As soon as your application documents have been included in a recruitment process, we may collect further personal data from you personally, from generally accessible sources or from former employers and trainers in order to obtain more detailed information about your personality profile and qualifications. We will regularly delete and destroy your candidate data after a period of one year from receipt of your application, but not before a period of six months has elapsed in all application procedures to which your application documents have been added, following final rejection by you or by our company.

If an application procedure should lead to a recruitment, we will include your application documents in your personnel file, if necessary, on the basis of Art. 6 Para. 1 S. 1 b) GDPR, § 26 Para. 1 FDPA, in order to inform you about your personality profile and your qualifications for the purpose of carrying out the employment relationship. In this case, your application documents will not be deleted and destroyed until your employment relationship is terminated again and another three years have elapsed since the end of the year of termination.

### **Disclosure of your data within the Pfeifer & Langen group**

The personnel department of Pfeifer & Langen GmbH & Co. KG provides the necessary personnel services for us as an order processor on the basis of an order processing contract in accordance with Art. 28 GDPR. In the event of a successful application, your data will therefore subsequently be transmitted to them for the purpose of establishing and carrying out the employment relationship.

### **Our cooperation with third party companies**

We benefit from the advantages of a society and corporate world based on the division of labour. In the area of data processing, this means that we do not carry out all data processing operations in-house, but cooperate in part with external service providers:

- Career-platforms: In order to find you, we will also place our job advertisements on external career platforms such as Agentur für Arbeit or Stepstone. If you apply via these, they will forward your documents to us if necessary. There will be no further cooperation.
- External (IT) service providers, that we have contractually obligated as so-called contract processors to process data strictly in accordance with our specifications and instructions and to protect this data comprehensively technically and organisationally
- External (IT) service providers, who work for us on their own responsibility and who are contractually obliged to protect data comprehensively technically and organisationally.

### **Disclosure to other third parties, disclosure outside the EU**

Your personal data will only be passed on to third parties to the extent necessary to achieve the stated purposes and in accordance with Art. 6 GDPR, § 26 Para. 1 FDPA data protection law permissible. The data will not be passed on outside the EU.

### **Your data protection claims and rights**

As far as we process your personal data, you have various data protection claims against us. You have the right,

- to request information about the data stored on your person and their origin, the processing purpose as well as the recipient or categories of recipients of the data (Art. 15 GDPR, § 34 FDPA),
- under certain conditions, to demand correction, blocking or deletion of your personal data from us (Art. 16 - 18 GDPR, Art. 35 FDPA),
- to request the transfer of your data to another responsible body (Art. 20 GDPR),
- to complain to us or the competent data protection authority about the data processing (Art. 77 GDPR).

**You can also disagree to the further processing of your data, if we process your data on the basis of a legitimate interest (Article 6 (1) s. 1 f) GDPR). Since we do not process your data for promotional purposes, this requires a reason that arises from your particular situation.** In the case of a contradiction, we will no longer process your personal data to which the opposition relates from the time of the subsequent examination and delete it after the examination has been completed - if the objection is justified (§ 36 FDPA, Art. 21 GDPR).

**You may withdraw your consent to data processing (Article 6 (1) s. 1 a) GDPR) at any time;** we will no longer process your personal data then, unless there is a legal permission for this.

A justified objection and revocation have no influence on already completed data processing operations.

We fulfil all rights to you free of charge and without delay.

For this and all other questions, please contact us directly at the contact details provided above or contact our data protection officer.