

Transparency and Information Obligations for Applicants (m/f/d) to S+C Sign-Concepts GmbH

In accordance with the EU General Data Protection Regulations (EU-GDPR)

In this document, we notify you of the processing of your personal data by S+C Sign-Concepts GmbH, as well as your applicable rights in accordance with data protection law.

Responsible Office / Contact (Data Protection)

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Kontakt Datenschutz
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Categories / Origin of the Data

In the course of the application process, we process the following personal data:

- Your master data (surname, first name, additions to name)
- Contact details (address, telephone number, email address)
- Application data (CV, application letter, qualifications)
- In some cases: photo / work permit / residency permit / date of birth
- In some cases: police record / certificate of good conduct

In general, your personal data is acquired directly from you in the course of the application process.

As an exception, your personal data is also acquired from other sources under special circumstances, for example from an employment agency.

Purposes and Legal Basis of the Data Processing

For the processing of your personal data, the stipulations of the EU GDPR, the new BDSG (Federal Data Protection Act) and all other applicable (employment-related) legal regulations are adhered to.

We are aware of the significance of your data. Your personal data is only used for the purpose of effectively and correctly processing your application and for contact in the course of the application process.

In addition, we process your data in such case that we have a legal obligation to do so, especially with regard to employment law. For particular categories of personal data in accordance with Article 9 para. 1 EU GDPR, there is also a balancing of interests. This means that data processing only occurs if your legitimate interest regarding data protection does not prevail (Article 88 para. 1 EU GDPR in combination with § 26 para. 1, 3 BDSG (new)).

Your consent also constitutes permission to process data. In such case that you have provided us with such consent (e.g. to keep on record your application documents or to pass on your application documents to other business units), we also process your data for this purpose (Article 88 para. 1 EU GDPR in combination with § 26 para. 2 BDSG (new)). If we obtain consent from you, we will always explain to you the specific purpose of the data processing and your right of revocation. Should it be the case that your consent also applies to the processing of particular categories of personal data in accordance with Article 9 EU GDPR, we will notify you of this processing in advance.

Data Storage Period

We store your application data until the application process has been completed and we no longer require your data for the above-mentioned purposes, or you have revoked your consent. Should it be the case that we enter into an employment relationship with you, we will continue to store any of your application data that is relevant in this regard, given that this data is required in the course of the period of employment.

In such case that we unfortunately have to reject your application, we will delete your application documents, at the latest within 6 months.

Excepted is the case that you have consented to your application documents being kept on record and the longer storage period that this involves. In this case, we will delete your data at such time that you revoke your consent.

Recipients of Data / Categories of Recipient

At our company, we ensure that access to your application data is only granted to departments and individuals that require this data for the application process or for the fulfilment of legal obligations.

With your consent, we will also pass on your application data to other affiliated companies.

It is also possible that data is transferred to particular public offices, such as tax authorities and prosecution authorities, in accordance with legal obligations.

Transfer to Third Country / Intention to Transfer to Third Country

Data transfer to a third country (outside the European Union and the European Economic Area) only takes place if you have given your consent or if there is a legal obligation to do so.

We do not transfer your personal data (currently) to any service provider or group company outside the European Economic Area.

Rights of the Affected Person

Your rights as the affected person are defined in Articles 15 – 22 EU GDPR. They include:

- The right to information (Article 15 EU GDPR)

- The right of rectification (Article 16 EU GDPR)
- The right of deletion (Article 17 EU GDPR)
- The right of restriction of processing (Article 18 EU GDPR)
- The right of objection to processing (Article 21 EU GDPR)
- The right to data portability (Article 20 EU GDPR)

To apply any of these rights, please contact datenschutz@sign-concepts.de. The same applies if you have any questions about data processing at our company, or if you would like to revoke a previously-granted consent. In addition, you can also make a complaint to data protection authorities regarding the processing of data.

If we process your data to protect legitimate interests, you can object to this processing at any time for reasons associated with your particular situation. This also applies to profiling based on these stipulations. In such case, we will no longer process your data unless we can prove compelling reasons for the processing that outweigh your interests, rights and liberties, or the processing serves the purpose of enforcing, exercising or defending legal claims.

If we use your personal data for the purpose of direct advertising, you have the right to object to this, without the necessity to provide any grounds for objection. The same applies to profiling, in any such case that it is related to such direct advertising. Should you object to the processing of your personal data for the purpose of direct advertising, your data will no longer be used for this purpose.

Obligation to Provide Data

The decision on whether or not there is good reason to establish an employment relationship with you can only be taken if you provide us with particular personal data, such as your CV. In this regard, we adhere to the principle of data minimalisation and data avoidance. This means that you only have to provide such data that we require to comprehensively assess your application documents or that we are legally obliged to acquire.

Without this data, it is, regrettably, the case that we are unable to assess your application documents. Of course you do have the option, on a voluntary basis, of providing us with additional information in your application documents.

Automated Decision-making Processes in Individual Cases

We do not use any fully-automated processes in the course of our decision-making.