

Advancis Software & Services GmbH

Data Privacy Statement

for recruitment process

Data Privacy Statement for Recruitment Process

We are looking forward to your job application. In the following, it is explained how we use your personal data for our recruitment process. Below you also find further relevant information concerning our recruitment process.

1. Who is responsible for processing of your personal data?

Advancis Software & Services GmbH, Monzastr. 1, 63225 Langen, in the following referred to as "we", is responsible in accordance with the EU-GDPR (European General Data Protection Regulation).

2. Data Protection Officer

For all questions concerning the processing of your personal data and the exercising of your rights according to the GDPR, you can contact your data protection officer (dsb@advancis.de).

3. For which purposes and on which legal basis is your personal data processed?

We process your personal data for the purpose of your job application, provided that this is required for the decision about an employment relationship. Legal basis is § 26 Sentence 1 in connection with Sentence 8 page 2 German BDSG. Furthermore, we might process your personal data for rejection of legal rights claimed against us related to the application process. Legal basis is Art. 6 Par. 1, letter f DSGVO (GDPR). In case an employment relationship between you and us should arise, it might be that we process the personal data received from you for this purpose in accordance with § 26 Sentence 1 German BDSG.

4. Which categories of personal data are processed?

We process data related to your application, e. g. general data concerning your person (such as e. g. name, address and contact data), data concerning your professional qualification, education or professional education or all other data you send us with your application. Furthermore, we might store professional data published by yourself in social media networks (as e. g. LinkedIn or Xing).

5. Where does personal data come from, if not collected from you personally?

If we do not request personal data directly from you, but you have an active profile in a job portal, e. g. StepStone, or if you disclose a non-active or only partly active profile of such a website within the scope of the application process, we might collect personal data from there.

6. Which categories of recipient data exist?

We might transfer your personal data to companies related to us, provided that this is admissible in compliance with the purposes and legal basis mentioned under point 3.

7. Is data transfer to a third country intended?

Data transfer to a third country is not intended.

Within the scope of your application via the platform "StepStone", security services by Akamai Technologies, Inc. will be used, whereas a transfer in the USA might be possible. Akamai is Privacy Shield certified so that a corresponding data protection level exists. Certification can be viewed under <https://www.privacyshield.gov/participant?id=a2zt0000000Gn4RAAS&status=Active>.

8. How long will your data be stored?

We store your personal data as long as required for the decision about your application. If an employment relationship does not arise, we might continue to store data provided this is required for defense against possible legal claims. However, the application documents will be deleted three months after notification about the rejection decision, provided a longer storage due to legal disputes is not required.

9. Which rights do you have?

As our applicant, you have the following data protection right, depending on the situation and on a case-by-case basis, for the exercising of which you can contact us or our data protection officer anytime:

a. Information

You have the right to receive information about the personal data processed by us as well as to gain access to your personal data and/or copies of this data. This includes information about the purpose of use, the category of used data, their recipients and persons authorized to access them and, if possible, the planned duration of data storage or, if this is not possible, the criteria for definition of such duration.

b. Correction, deletion or restriction of processing

You have the right to claim immediate correction of incorrect personal data. Considering the purpose of processing, you have the right to claim completion of incomplete personal data, also by giving an additional statement.

c. Right of objection

Provided that the processing of your personal data is realized according to Art. 6 Sentence 1 letter f GDPR, you have the right to object against the use of this data anytime due to reasons resulting from your particular situation. We will then stop to process this personal data, except if we can prove compelling reasons worth protecting for processing that override your interests, rights and freedom, or provided that the processing serves for assertion, exercising or defense of legal claims.

d. Revocation right

If the processing is based on a consent, you have the right to withdraw this consent anytime without affecting the legitimacy for processing the data until the revocation. You may contact us or our data protection officer anytime, see contact data above.

e. Deletion right

You have the right to ask us to delete your personal data immediately. We are obliged to delete personal data immediately provided that one of the following reasons applies:

- The personal data are not required anymore for the purposes for which they have been collected or processed.
- You file objection against processing according to number 8.c and there are no overriding legitimate reasons for processing.
- The personal data has been processed unlawfully.
- The deletion of the personal data is required to fulfil a legal obligation according to union law or the law of the member states.

This does not apply provided that processing is required:

- for fulfilment of a legal obligation that requires processing according to the law of the union or the member states.
- for assertion, exercising or defense of legal claims.

f. Right to restriction of processing

You have the right to claim restriction of processing from us, under one of the following conditions:

- the correctness of personal data is disputed by you, for a duration that enables us to check the correctness of your personal data,
- the processing is against the law and you reject deletion of the personal data and claim a restriction of use of personal data instead;
- we do not require the personal data for the purposes or processing anymore, however you require them for assertion, exercising or defense of claims, or
- you have filed an objection against processing according to number 8.c above, as long as it is not sure whether our legitimate reasons override yours.

If processing has been restricted according to letter f, this personal data – except for their storage - may only be processed having your consent or for the purpose of assertion, exercising or defense of legal claims or for protection of rights of another natural person or legal entity or for reasons of an important public interest of the union or a member state. If you have obtained a restriction of processing, we will inform you before this restriction will be repealed.

g. Right of appeal

Irrespective of an otherwise administrative or legal remedy, you have the right of appeal at a supervisory authority, in particular in the member state of your residence, your workplace or the location of the suspected infringement, if you are of the opinion that the processing of your personal data is against the GDPR.

10. Necessity of provision of personal data

The provision of personal data is neither stipulated by law nor by contract nor are you obliged to provide the personal data. However, the provision of personal data is required for the conclusion of an employment relationship with us.

11. No automatized decision making

There is no automatized decision making on a case-by-case basis in the sense of Art. 22 GDPR. This means, that the decision about your application is not based on an automatized processing, but on a content-related evaluation and the decision of a natural person based on this content.