



## Information sheet on data protection for applicants

Dear Applicant,

the trusting and responsible handling of personal data is a central component of the corporate culture of APV - Technische Produkte GmbH (hereinafter referred to as "APV").

Therefore, we inform you about the data processing carried out by us which is necessary for the fulfilment of our legal and contractual obligations in connection with the employment relationship.

APV treats all data confidentially and processes it only in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and other relevant national laws on labour and data protection.

If you have any queries regarding data protection, please contact us by e-mail at [datenschutz@apv.at](mailto:datenschutz@apv.at).

### 1. Details of the Data Controller

Company:	APV - Technische Produkte GmbH
Address:	Dallein 15, AT - 3753 Hötzelndorf
Company registration number:	204046 v
Phone:	+43 (0) 2913 8001
Email:	<a href="mailto:office@apv.at">office@apv.at</a>

### 2. Types of personal data files processed (categories of data)

APV is the data controller within the meaning of the GDPR (General Data Protection Regulation) for personal data collected and processed as part of the application process. Personal data is any information relating to an identified or identifiable natural person. Personal data may include, for example, name, gender, address, CV or work experience.

In particular, we process the information that is provided to us by the applicant themselves. Further information may be generated automatically by the applicants using APV's systems and communicating via these, e.g. through system logins or sending e-mails. Personal data of an applicant may also be generated or made available by third parties. This includes, for example, external recruiters or headhunters as well as publicly available data in professional networks (XING, LinkedIn etc.).



The following personal data may be processed as part of the application process:

**Personal details** such as title, name, gender and date and place of birth.

**Contact information and communication data** such as address, postcode, place of residence, telephone and fax numbers and e-mail address.

**Other data provided by you in your application**, such as nationality, driving license, photo, CV, certificates, letter of motivation, certificates of further education, professional experience, training and competences.

The processing of special categories of personal data in accordance with Art. 9 GDPR is not provided for in the application process and only takes place if required by law. Special category of personal data means data revealing, for example, racial and ethnic origin, political opinion or religious affiliation. If special categories of data are contained in your application documents, they will only be processed if you have consented to this or if a legal authorisation justifies this.

### **3. Why does APV need personal data from applicants?**

If you apply for a job at APV, APV stores and processes the information requested from applicants in order to carry out the application process. In particular, we need your personal data to fulfil our pre-contractual obligations in order to evaluate whether we can offer you a suitable position in our team. The information we store and process is used to manage your application.

In the event of employment, we use the data already available, insofar as it is required for the employment relationship, to accelerate and simplify the recruitment process and data collection and, in addition to your personal data, transfer your application documents to the personnel file.

## 4. What is the data used for?

APV processes applicant data in accordance with the applicable data protection laws in order to carry out the application process.

We process your personal details and contact information on the basis of pre-contractual obligations (Art. 6 para. 1 lit. b GDPR). We process other personal data provided by you (e.g. CV or letter of motivation) on the basis of our legitimate interest (Art. 6 para. 1 lit. f GDPR) in finding a suitable candidate for the advertised position.

If you send us an unsolicited application and wish to save it for a longer period of time and keep it on record, we will only process this data on the basis of your consent (Art. 6 para. 1 lit. a and Art. 7 GDPR). If you have consented to the processing, the data will only be processed for the purposes and to the extent agreed in the declaration of consent. The consent can be revoked at any time by sending an e-mail revoking the consent to [datenschutz@apv.at](mailto:datenschutz@apv.at)

## 5. Transmission of personal data

The persons within our company who are necessary to fill vacancies have access to the personal data collected in the course of the application, depending on the position for which you have applied. Your data is accessible to the respective personnel managers within the company and is made available to selected managers if required. The data will only be passed on to the extent necessary within the scope of the application process.

Your data will only be passed on to external recipients if we are obliged to provide information, report or pass on data in order to comply with legal requirements, if you have given us permission to pass on data to third parties or to external service providers who act as order processors on our behalf or take over functions for us (e.g. IT and back office service providers).

## 6. Storage period

We delete your personal data as soon as they are no longer required for the above-mentioned purposes. The data you provide, as well as information collected during the application process, will generally be stored for the duration of the application process and for up to 7 months after its completion. Your data will only be stored beyond this period due to legal obligations.

If your data is stored on the basis of an unsolicited application or beyond the normal retention period after the end of an application process, this will only be done on the legal basis of your consent (Art. 6 para. 1 lit. a GDPR and Art. 7 GDPR).

## 7. Data subject rights of the applicants

In accordance with the provisions of Articles 15 to 22 of the GDPR and the conditions regulated therein, applicants of APV have the right to:

- obtain information about the data processed about you ("right of access to personal data");
- request the correction or completion of inaccurate or incomplete personal data ("right to rectification");
- request the deletion of the personal data concerning you ("right to erasure");
- request the restriction of the processing of your data and object to certain processing ("right to restriction of processing" and "right to object"); as well as
- To receive your data in a structured, common and machine-readable format and to transfer this data to another controller ("right to data portability").

Please direct all enquiries in this regard to [datenschutz@apv.at](mailto:datenschutz@apv.at)

If you are of the opinion that the processing of your personal data violates applicable data protection law or that your data protection rights have otherwise been violated in any way, you can complain to the competent supervisory authority (<https://www.dsb.gv.at/>) in accordance with Art 77 GDPR.

## 8. Automated individual decision-making

APV does not use automated decisions in the application process.

## 9. Amendment of the information sheet for applicants

APV reserves the right to adapt this information sheet for applicants to technical and legal requirements at any time.

## 1. Weitere Informationen

If you have any questions that go beyond this information sheet, you can reach our contact person for data protection at the following e-mail address:

Email: [datenschutz@apv.at](mailto:datenschutz@apv.at)