

Privacy policy for applicants

We are pleased that you are interested in us and would like to apply for a position in our company. In the following we would like to provide you with information on the processing of your personal data in connection with your application.

Who is responsible for data processing?

The person responsible in terms of data protection is the respective company to which you are applying. In this case, this company acts as the sole responsible party for your personal data. However, if your application is considered for several companies at the same time, the companies to which your application is placed will act as joint managers.

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You will find further information about our company, details of the persons authorized to represent us and also further contact possibilities in our websites imprint at <https://www.altmansolon.com/legal/imprint/>

Our data protection officer

We have appointed a data protection officer in our company. You can reach Stephan Krischke at dataprotection@altmansolon.com

Which of your data are processed by us? And for what purposes?

We process the data that you have sent us in connection with your application in order to check your suitability for the position (or other open positions in our companies, if applicable) and to carry out the application procedure.

We use the online tools "Teams" from Microsoft Corporation and "zoom" from Zoom Video Communications to conduct job interviews online if required. When using the online tools, various types of data (video, usage and contact data) are processed. More information can be found in the sections "To which recipients will the data be passed on" and "Where will the data be processed?"

We do not plan to process special categories of personal data about you. This includes data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, as well as the processing of genetic data, biometric data uniquely identifying a natural person, health data or data concerning the sexual life or sexual orientation of a natural person. If you provide us with such personal data of your own accord, the processing by us also includes such data.

On what legal basis is this based?

The legal basis for the processing of your personal data in this application procedure is primarily Art. 6 para. 1 lit. b) GDPR (§ 26 BDSG for Germany). According to this, the processing of data, required in connection with the decision to establish an employment relationship, is permissible.

Nevertheless, the use of online tools is an element in the process of conducting an effective job interview, so Art. 6 para. 1 lit. f) GDPR is the legal basis for data processing. In these cases, we are interested in the effective execution of the application procedure online.

If you have given your consent to be included in our applicant pool for a period of 24 months, Art. 6 para. 1 lit. a) GDPR (in conjunction with § 26 para. 2 BDSG for Germany) is the legal basis for our processing.

Should the data be necessary for legal prosecution after the application procedure has been completed, data processing can be carried out on the basis of the requirements of Art. 6 GDPR, in particular to safeguard legitimate interests in accordance with Art. 6 Para. 1 lit. f) GDPR. In these cases, our interest lies either in asserting or defending claims.

How long is the data stored?

Data of applicants will be deleted in case of a rejection. The deletion period depends on the respective location or country and is 6 months in Germany and 36 months in Poland.

In the event that you have agreed to further storage of your personal data, we will transfer your data to our pool of applicants. There the data will be deleted after 24 months.

If you have been awarded a job during the application process, the data will be transferred from the applicant data system to our personnel information system.

To which recipients will the data be transferred?

Your applicant data will be screened by the personnel department after receiving your application. Suitable applications are then forwarded internally (across all locations) to the person responsible for the respective open position. The further procedure is then coordinated. Within the company, only those persons who need access to your data for the proper processing of our application procedure have access to it.

Any audio, video or chat content is also only processed during the respective online meeting. We have concluded so-called order data processing agreements with the providers of the online meeting tools in order to guarantee sufficient data security.

Your applicant data may also be disclosed to third parties if we are legally obliged to do so - e.g. by court order (legal basis for processing: Art. 6 Para. 1 lit. c) GDPR) or if this is necessary to support criminal or legal investigations or other legal inquiries or proceedings in Germany

or abroad or to fulfil our legitimate interests (legal basis for processing: Art. 6 Para. 1 lit. f) GDPR).

Where is the data processed?

The data is processed exclusively in data processing centers within the European Economic Area (EEA). Data processing outside of the European Economic Area (EEA) takes place when your data is transferred to our location in the USA. Furthermore, we cannot exclude the possibility that the routing of data is carried out via Internet servers located outside the EU. This may be the case in particular if participants in "teams" or "zoom" are located in a third country.

However, the data is encrypted during transport over the Internet and thus protected against unauthorized access by third parties.

Consequences of not providing the data

The provision of personal data is necessary in order to carry out the application procedure and later to conclude an employment contract with you. You are not obliged to provide us with this personal data. If you do not provide us with the personal data required for the selection process or the conclusion of an employment contract, we may not be able to consider you in the application process.

Your rights as a "data subject"

Right of access to information

You have the right to be informed about the personal data we process about you.

In the case of a request for information that is not made in writing, we ask for your understanding that we may then require you to provide evidence that proves that you are the person you claim to be.

Right to correction or deletion

Furthermore, you have the right to correct or delete the processing, as far as you are legally entitled to do so.

Right of notification

If you have asserted the right to correction, deletion or restriction of processing towards us, we are obliged to notify all recipients to whom we have disclosed personal data concerning you of this correction, deletion or restriction of processing, unless this proves impossible or involves a disproportionate effort. You have the right to be informed about these recipients.

Right to limitation of processing

You have the right to request us to restrict processing if one of the following conditions is met:

- You contest the accuracy of the personal data, for a period of time that allows us to verify the accuracy of the personal data.
- The processing is unlawful, you object to the deletion of the personal data and instead demand the restriction of the use of the personal data.
- We no longer need the personal data for the purposes of the processing, but you need it to assert, exercise or defend legal claims.
- You have lodged an objection to the processing in accordance with Art. 21 para. 1 GDPR and it is not yet clear whether our legitimate reasons outweigh yours.

If the processing of personal data relating to you has been restricted, such data - apart from being stored - may only be processed with your consent or for the purpose of asserting, exercising or defending legal claims or protecting the rights of another natural or legal person or for reasons of an important public interest of the Union or a Member State.

If the restriction on processing has been restricted in accordance with the above-mentioned conditions, you will be informed by us before the restriction is lifted.

Your right to restrict processing may be limited to the extent that it is likely to make it impossible or seriously prejudicial to the achievement of research or statistical purposes and that the restriction is necessary for the achievement of the research or statistical purposes.

Right to data transferability

You have the right to receive the personal data concerning you that you have provided us in a structured, common and machine-readable format. You also have the right to have this data communicated to another person in charge without hindrance by us, provided that

1. the processing is based on a consent pursuant to Art. 6 para. 1 lit. a) GDPR or Art. 9 para. 2 lit. a) GDPR or on a contract pursuant to Art. 6 para. 1 lit. b) GDPR and
2. the processing is carried out using automated procedures.

In exercising this right, you also have the right to obtain that the personal data concerning you be transferred directly from one controller to another controller, insofar as this is technically feasible. The freedoms and rights of other persons must not be affected by this.

Opposition to processing

You have the right to object at any time, for reasons arising from your particular situation, to the processing of personal data concerning you, which is carried out pursuant to art. 6, para. 1, lit. e) or f) of the DPA.

We will no longer process the personal data concerning you unless we can demonstrate compelling reasons for processing which are worthy of protection and which outweigh your interests, rights and freedoms, or unless the processing serves to assert, exercise or defend legal claims.

Right to revoke the declaration of consent under data protection law

You have the right to revoke your data protection declaration of consent at any time. Revocation of your consent does not affect the legality of the processing that has taken place on the basis of your consent until revocation.

Right of complaint

You have the right to complain about the processing of personal data by us to a data protection supervisory authority.