

Data protection information for applicants (m/f/d)

The protection of your privacy is an important concern for aigner business solutions GmbH, which we take very seriously. Therefore, we would like to let you know what data we collect and use, when and for what purpose.

Gender inclusion note

The following text includes gender specific terminology e.g. in the form of pronouns. We refrained from stating all gender categories for enhanced readability. Please note that the content is to address people of any gender.

Controller responsible for data processing

aigner business solutions GmbH
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E-mail: info@aigner-business-solutions.com

Scope of application

The information on data protection provided here serves to clarify the nature, scope and purpose of the collection and use of personal data by the controller "aigner business solutions GmbH", in the course of the application process in accordance with Article 13 and Article 14 of the GDPR. The legal basis for data protection can be found in the General Data Protection Regulation (GDPR), the new Federal Data Protection Act (BDSG) and the Digital Services Act (DSA).

Further information can be found in the online privacy policy (<https://aigner-business-solutions.com/en/privacy-policy/>) of aigner business solutions GmbH.

Handling of personal data

Personal data is information that relates to an identified or identifiable natural person (data subject).

The processing of such data is lawful only if at least one of the following conditions is met:

- the data subject has consented to the processing of personal data relating to him for one or more purposes,
- the processing is necessary for the performance of a contract or for carrying out pre-contractual measures,
- the processing is necessary for compliance with a legal obligation of the controller,
- the processing is necessary to protect the legitimate interests of the controller or of a third party
- if this is necessary for the decision on the establishment of an employment relationship or, after the establishment of an employment relationship, for its implementation or termination or for exercising or fulfilling the rights and duties of employee representation (works council) arising from a law or a collective or operating agreement

Purpose and legal basis of the data processing

- I. The storage of your data in the context of the application procedure and the associated processing of the data serves to fill a vacant position in our company.
 1. Application for a specific vacancy
 - a. We publish job advertisements on our homepage and on various job portals. If you are interested in such a job offer, you can apply to us for this specific offer. Your application data will then only be used for the application process for this specific position and will be processed in accordance with Art. 6(1), point (b) of the GDPR and Section 26 of the Federal Data Protection Act. Should your application not be successful, your data will be erased within a period of 4 months after the end of the application process.
 - b. Furthermore, we offer you the possibility to permanently store your application data in our applicant pool. This gives us the opportunity to compare your data with other job offers and possibly consider you for filling an open position. This permanent storage of your data is only possible with your explicit consent. If you decide to consent to permanent inclusion in the applicant pool, your data will be processed in the manner described here on the basis of your consent in accordance with Art. 6(1), point (a) of the GDPR. You have the right to revoke your consent to the permanent storage of your data at any time. The revocation of the declaration of consent has no negative effects on the application process for a specific position. After revocation of your consent, your data will no longer be used in the application process and will be erased from our pool of applicants.
 2. Unsolicited application
 - a. It is possible to send an unsolicited application to our company without reference to a specific job advertisement. These applications will also be checked in our company and will go through the application process. Your application data will then only be used for the application process and processed in accordance with Art. 6(1), point (b) of the GDPR and Section 26 Federal Data Protection Act. Should your application not be successful, your data will be erased within a period of 4 months after the end of the application process.
 - b. Even in the case of an unsolicited application, we offer you the possibility to permanently store your application data in our applicant pool. This enables us to compare your data with other job offers and possibly consider you for filling a vacant position. This permanent storage of your data is only carried out with your express consent. If you decide to consent to permanent inclusion in the applicant pool, your data will be processed in the manner described here on the basis of your consent in accordance with Art. 6(1), point (a) of the GDPR. You have the right to revoke your consent to the permanent storage of your data at any time. The revocation of consent has no negative effects whatsoever. After revocation of your consent, your data will no longer be used in the application process and will be erased from our applicant pool.
- II. Furthermore, we process your data in accordance with Art. 6(1), point (f) of the GDPR if this is necessary to safeguard a legitimate interest and your rights do not outweigh this interest. Such a legitimate interest justifies, for example, video surveillance in and at our company location.

- III. Processing of your data in our company may also be necessary to fulfill a legal obligation to which we are subject in accordance with Art. 6(1), point (c) of the GDPR.

Description of the data processed

We save, store and process all data that you transmit to us during the application process. This includes data from your application documents as well as information that you provide to us in a telephone interview or in a personal job interview.

This processing includes your contact data such as first name, surname, address, telephone number, e-mail address, as well as all data concerning your professional and educational qualifications and diplomas.

In addition, special categories of personal data within the meaning of Art. 9 of the GDPR may also be covered by the processing. These may include, in particular, data concerning health, religious or philosophical beliefs, party or trade union membership. In addition, transmitted application photographs may contain personal data that is covered by the special categories of personal data, for example, information on racial and ethnic origin and on health status. The processing of this special data is carried out solely for the purpose of using your application documents to fill vacant positions. aigner business solutions GmbH will not include this special information in its decisions unless there is a legal obligation to do so. If you do not wish this data to be processed, you are free to submit new application documents that have been cleansed of this data. This procedure has no consequences for the prospects of your application.

Information disclosure

1. Data transfer to our company

We also publish job advertisements in the professional networks Xing.com (XING SE Dammtorstraße 30, 20354 Hamburg, Germany, phone: +49 40 419 131-0, e-mail: info@xing.com) and LinkedIn (LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland).

If you take advantage of our offer to apply for a job in our company by using your application documents stored at Xing.com or LinkedIn.com, personal data will be exchanged with these networks and will also be used by these companies to create profiles.

For more details on the collection of data and your legal and employment options, please contact LinkedIn at www.linkedin.com/legal/privacy-policy?_l=de_DE#use and Xing at www.privacy.xing.com/de/datenschutzerklaerung.

2. Data transfer by our company

Our company may transfer data to other parties in order to fulfil legal obligations in accordance with Art. 6(1), point (c) of the GDPR (e.g. to authorities, police, etc.), or on the basis of our legitimate interest according to Art. 6(1), point (f) of the GDPR (e.g. to lawyers, tax consultants, authorities, etc.).

Obligation to transmit data

You are not obliged to transmit your data to us, neither by law nor by contract. However, the transmission of your data is necessary in order to be able to consider you for a vacant position. There is no obligation to grant permission for permanent storage. Without this permission, however, we cannot consider your data beyond the application process for a specific position.

Standard periods for the erasure of personal data

If the processing is based on a consent granted by you, we will process your data until you revoke this consent.

Personal data will be erased after expiry of the legal and contractual retention periods.

If personal data is not subject to any retention periods, it will be erased as soon as the purposes mentioned above no longer apply.

If your application is not successful, your data will be erased 4 months after the end of the application process.

If you are employed by our company, your application documents will be transferred to the personnel file and shall then be subject to the corresponding retention periods.

If we are allowed to store and process your data on the basis of a given declaration of consent, your data will be stored until the consent is revoked.

Transfer of personal data to a third country

As a matter of principle, personal data is not transferred to a third country. Should this nevertheless be the case, the transfer of data is regulated on the basis of an appropriateness decision (e.g. Canada), by consent, binding corporate rules or EU standard data protection clauses concluded between the parties. An exception to this is if you choose to submit data to LinkedIn.com by submitting your application documents stored at LinkedIn.com.

Right of access

According to Art. 15 of the GDPR, you have the right to request access to information from the controller as to whether personal data relating to you is being processed.

For this purpose, aigner business solutions GmbH will provide an overview of the processing purposes, the categories of personal data processed, the respective recipients or categories of recipients, as well as a copy of the stored data.

Rights of rectification, erasure and restriction of processing

In accordance with Art. 16 of the GDPR, you have the right to request, that inaccurate personal data concerning you will be corrected without delay. You also have the right to request the completion of incomplete personal data, taking into account the purposes of the processing.

According to Art. 17 of the GDPR, you have the right to demand from aigner business solutions GmbH, that personal data concerning you will be erased immediately, provided that no other legal requirement prevents the erasure.

Pursuant to Art. 18 of the GDPR, you have the right to request that the processing will be restricted if

- you contest the accuracy of your personal data,
- the processing is unlawful and the data subject refuses the erasure of the personal data and requests instead a restriction of its use,
- the controller no longer needs the personal data for the purposes of processing, but the data subject needs it in order to assert, exercise or defend legal claims,
- you object to the processing in accordance with Art. 21 of the GDPR.

Right of withdrawal

You have the right to revoke your consent at any time, in whole or in part, with effect for the future. The revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent until revocation. In the event of revocation, however, your application can no longer be considered at all or not to the extent to which it was submitted. After your revocation, no further placement activities will take place. An obligation to further store your data may, however, arise from statutory storage obligations.

Right of objection

You have the right to object at any time to the processing of your personal data based on Art. 6(1), point (e) and point (f) of the GDPR. aigner business solutions GmbH will then no longer process the personal data unless it can prove compelling reasons worthy of protection that outweigh the interests, rights and freedoms of the data subject.

Right to lodge a complaint

You have the right to lodge a complaint with the competent supervisory authority if you believe that the processing of personal data concerning you is in breach of the law. The supervisory authority responsible for aigner business solutions GmbH is the Bavarian State Office for Data Protection Supervision (Bayerisches Landesamt für Datenschutzaufsicht).

Data protection officer

We have appointed a data protection officer who works for aigner business solutions GmbH in accordance with Art. 37 et seq. of the GDPR.

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Up-to-dateness of the data protection information

The constant developments in the field make it necessary to adapt our data protection principles from time to time. We reserve the right to make appropriate changes at any time.

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