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Information on data processing in the application process

We hereby inform you about the processing of your personal data and the rights to which you are entitled under data protection law.

1 RESPONSIBILITIES

The person responsible for data processing is:
KooSys GmbH
André Koos
Franz-Mayer-Straße 1
93053 Regensburg
Germany
Phone: +49152-32100980
E-mail: datenschutz@koosys.de

Contact details of the data protection officer:
Bugl & Kollegen Gesellschaft für Datenschutz und Informationssicherheit mbH
Alexander Bugl
Eifelstraße 55
93057 Regensburg
E-mail: kontakt@buglundkollegen.de
Web: www.buglundkollegen.de

2 DATA PROCESSING

As part of the application process, we process the following personal data:

- Your master data (such as first name, last name, name suffixes, date of birth)
- If applicable, work permit / residence permit
- Contact details (e.g. private address, (mobile) telephone number, e-mail address),
- Skill data (e.g., special knowledge and skills)
- if relevant for the advertised position: health suitability

Your personal data will generally be collected directly from you as part of the recruitment process, in particular from the application documents, the job interview and from the personnel questionnaire.

3 PURPOSE AND LEGAL BASIS

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR).
First and foremost, data processing serves to establish the employment relationship. The primary legal basis for this is Art. 6 (1) (b) GDPR.
Your data will be processed exclusively for the purpose of filling the specific position for which you have applied.
If you would like to be included in our pool of applicants in the event of a rejection, we need a declaration of consent from you.
If your application is to be considered for other vacancies in the company/group, we need a declaration of consent from you.

4 STORAGE PERIOD

In the event of hiring, we will transfer your application documents to your personnel file. After the termination of the employment relationship, the personal data that we are legally obliged to retain will continue to be stored. This regularly results from legal obligations to provide evidence and to retain data, which are regulated in the Commercial Code and the Tax Code, among other things. The storage periods are then up to ten years. In addition, personal data may be retained for the period in which claims can be made against us (statutory limitation period of three or up to thirty years).

In the event of a rejection, your application documents will be deleted no later than six months after completion of the application process, unless you have given us consent to longer storage (applicant pool).

5 DISCLOSURE OF DATA

Within our company, only those persons (e.g. specialist departments) who are involved in the decision on your employment will receive your personal data.
The external service provider "Microsoft Corporation" is used for communication.

6 YOUR RIGHTS

You have the rights under Articles 15 – 21 GDPR:

- Right to information (Art. 15 GDPR)
- Right to rectification (Art. 16 GDPR)
- Right to erasure (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to object to processing (Art. 21 GDPR)
- Right to data portability (Art. 20 GDPR)

Please contact the following office for this purpose:
datenschutz@koosys.de

7 RIGHT OF APPEAL

You have the option of making a complaint to the above-mentioned data protection officer or to a data protection supervisory authority. The data protection supervisory authority responsible for us is:
Bavarian State Office for Data Protection Supervision (BayLDA)

8 TRANSFER TO THIRD COUNTRIES

By using the current means of communication (Microsoft), your personal data may also be transmitted to service providers outside the European Economic Area (USA).
The level of data protection is guaranteed by the EU-US Data Privacy Framework adequacy decision.

9 PROVISION OF YOUR DATA

In order to be able to consider your application, we need the personal data from you that is necessary for the decision on the establishment of the employment relationship.

10 PROFILING

We do not use purely automated processing processes to bring about a decision.