

Online application procedure

This data protection declaration applies supplementary to our general data protection declaration, in which you receive concrete information about how to process your personal data in the context of the website visit or for themes not specific to the application.

1. Responsibilities

You can find the name and contact data of the responsible person in our imprint.

2. Data protection officer

You can reach our data protection officer in writing by mail with the delivery note "Data Protection Officer" under the address found in the imprint or by e-mail under datenschutz@gdv-dl.de.

3. Order processor

You can apply with us for open positions online at the Career portal. The portal is operated on our behalf by the company softgarden e-recruiting GmbH (Tauentzienstraße 14, 10789 Berlin; softgarden hereafter). We have concluded a contract for order processing with softgarden.

4. Purposes and legal bases of processing

We process your personal data pursuant with the provisions of the General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG), to the extent that this is necessary for the application process. The legal basis is thereby Art. 88 GDPR in connection with § 26 BDSG for the initiation or execution of employment relations.

When you surrender your data for our talent pool, we process your data in accordance with your consent, which you provide us with in the context of the application process. Provided consent can be withdrawn at any time, taking effect for the future (see Number 10 of this data protection information).

We can also process your personal data when this is necessary to safeguard our justified interests or those of a third party and when these are not outweighed by your interests or basic rights or freedoms requiring the protection of personal data.

Justified interests might be, for example:

- Defence against or the assertion of legal claims against or by us or third parties resulting from the application process
- Ensuring of IT security and of IT operations
- Measures for building and systems security (for example, access control)
- Use of external service providers who process your personal data on our behalf

- Use of your application data for the purpose of contacting you for further use of your data for our talent pool

5. Categories of personal data

We only process such data that are related to your application. These are general data concerning your person (form of address, first and last name, address, date of birth, contact data, etc.), application data (cover letter, CV, attachments, certificates, as well as other information you have provided), feedback information from the application process and protocol data, such as, for example, IP address, date and time of day of the sent application.

We use the opt-in procedure for the usage of the form. This means that we transmit your application data when you confirm the data protection prompt. You can also generate your CV with the help of the social networks of Xing. In the process, you must also log in with the respective provider with your user. Please note: the data protection provisions of the respective providers apply.

We use cookies in the context of the online application process. These are text files that are saved in the Internet browser or by the Internet browser on your end device. These cookies contain characteristic sequences of characters that enable the clear identification of your end device during use. We use technically necessary cookies to design our website to be user-friendly. Several elements of our website require that your end device can also be identified after changing a site. They serve, for example, to ensure that you constantly remain logged in as a registered user when accessing various sub-sites of our online presence and thus do not have to enter your data again every time you call up a new site. The use of absolutely necessary cookies at our website is possible without your consent. For this reason, absolutely necessary cookies cannot be individually activated or deactivated. However, you always have the opportunity to generally deactivate cookies in your browser. The cookies are automatically deleted when you close your browser.

6. Data sources

We process personal data you have provided us with directly or through personnel consultants for the purposes of substantiating and carrying out the application process.

7. Recipients of the data

We exclusively forward your personal data within our company to the departments and persons who use these data for implementing the application process.

Your personal data will be processed on our behalf on the basis of order processing contracts pursuant to Art. 28 GDPR by the softgarden company. In such cases, we ensure that processing takes place in pursuant to the provisions of the GDPR.

The forwarding of data to recipients outside the company otherwise only takes place to the extent that statutory provisions allow for or dictate this, the forwarding is necessary for processing and thus for the fulfilment of the application process, when we have your consent or are authorised to provide information.

8. Location of data processing

Data processing takes place within the European Union (EU). When we transfer data to third countries, meaning countries outside of the European Union, the transfer takes place exclusively under observance of the legally regulated admissibility criteria. The admissibility criteria are regulated by Art. 44-49 GDPR.

9. Duration of data storage

The data are stored until the application process has been concluded. The data are deleted after 6 months at the latest.

To the extent that you have consented to be included in our talent pool, the data are saved further. You will be contacted after a period of 6 months and asked whether you still wish to remain in the talent pool.

In individual cases, a storage period can result in a decision going beyond the reasoning of the strived for contractual relationship. This would be the case, for example, when there were indications that you plan to assert claims against us. Storage then continues as long as the processing of the data is necessary for the assertion, exercising, or defence of legal claims. The criteria for the storage duration can also include the terms pursuant to laws like § 15 Par. 4, Clause 1 General Equal Treatment Act (AGG), § 61 b Labour Court Act (ArbGG), statutes of limitations, or statutory obligations to preserve records.

Storage can also take place when this is prescribed by European or national legislation in ordinances, laws, or other regulations compatible with EU law, to which the responsible person is subject, which are provided for or are prescribed.

10. Your rights

Each affected person has the right to information pursuant to Art. 15 GDPR, the right to correction pursuant to Art. 16 GDPR, the right to deletion pursuant to Art. 17 GDPR, the right to limitation of processing pursuant to Art. 18 GDPR, the right to disclosure pursuant to Art. 19 GDPR, as well as the right to data transferability pursuant to Art. 20 GDPR.

In addition to this, there is a right of complaint with a data protection monitoring authority pursuant to Art. 77 GDPR when you are of the opinion that the processing of your personal data is not taking place legally. The right of complaint exists irrespective of any other legal remedies provided for by administrative law or the courts.

Insofar as the processing of data takes place on the basis of your consent, you are authorised pursuant to Art. 7 GDPR to withdraw consent to the use of your personal data at any time. Please note that the withdrawal only applies for the future.

Processing that took place prior to the withdrawal is not affected by this. Please also note that we potentially store certain data for the fulfilment of statutory specifications for a defined period of time (see Number 9 of this data protection information).

11. Right to object

To the extent that the processing of your personal data pursuant to Art. 6, Par. 1 lit. f GDPR takes place to protect justified interests, you have the right pursuant to Art. 21 GDPR to object to the processing of these data for reasons resulting from your special situation. We then no longer process these personal data unless we can provide urgent reasons for the processing worthy of protection. These must outweigh your interests, rights and freedoms, or the processing must serve the assertion, exercising or defence of legal claims.

Please feel free to contact us to protect your rights.

12. Necessity to provide personal data

The provision of personal data in the context of the application process is not legally prescribed. You are thus not obligated to provide personal data entries. Please note, however, that this is necessary for the application process. We are unable to initiate an effective application process with you should you not provide us with any personal data. We recommend only providing such personal data as is required for the registration and implementation of the application.

13. Automated decision making

Because the decision concerning your application is not exclusively based on automated processing, no automated decision is made in individual cases in the sense of Art. 22 GDPR.