

Privacy notice for job applicants

IMA International GmbH

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Our data protection officer is:

Maxim Fink

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Type of data categories and source of data:

When you apply to us, we process the information that we receive from you during the application process, e.g. by letter of application, CV, certificates, correspondence, telephone or oral information. In addition to your contact details, we attach particular importance to your education, your qualification, your work experience and your abilities. We will only judge you on your suitability for the job, so you do not have to send us a photo.

Purposes and legal basis of data processing and duration of data storage:

Your data will initially be processed exclusively for the application process. If your application is successful, it will be used as part of your personal file and for the purpose of carrying out and terminating the employment relationship and will be deleted in accordance with the rules applicable to personal files. If we are currently unable to provide you with employment, we will process your data for up to six months after the cancellation has been sent in order to defend ourselves against any legal claims, in particular for alleged discrimination in the application process.

To the extent you receive reimbursements or other tax-related events, the appropriate accounting records will be retained to comply with the budgetary and taxation obligations under the relevant applicable retention requirements. Our human resources department has access to your data, as well as the specialist department of the job you applied for and, if necessary, the accounting department. Our administrators and processors have the technical need to access data processed by IT. These are strictly bound by our instructions and may not process the data for their own purposes. In certain cases, we may need to disclose your personal information to third parties, such as our bank, when you receive a reimbursement or to the post office when we communicate with you by letter.

The legal basis of the data processing in the application process and as part of the personal file are § 26 Abs. 1 S. 1 BDSG and Art. 6 Section 1 lit. b GDPR and, as far as you have given your consent, for example by sending information not required for the application process, Art. 6 Section 1 lit. a GDPR. Legal basis of data processing after a cancellation is Art. 6 Section 1 lit. f GDPR. The legal basis for the domestic and tax law retention is Art. 6 Section 1 lit. c GDPR in conjunction with § 147 AO. Legitimate interest in processing on the basis of Art. 6 Section 1 lit. f GDPR is the defense against legal claims.

We generally do not need special categories of personal data in the sense of Art.9 GDPR for the application process. We ask you not to provide us with such information from the outset. If such information is exceptionally relevant to the application process, we process it together with your other applicant data. This may, for example, concern information about severe

disability that you can voluntarily impose on us and which we then have to process to fulfill our specific obligations with regard to the severely disabled. In these cases, processing serves the exercise of rights or the fulfillment of legal obligations arising from employment law, social security law and social protection. The legal basis of the data processing is then Art. 9 Section. 2 lit. b GDPR, §§ 26 (3) BDSG, 164 SGB IX. By way of exception it may be necessary to obtain information about your health or disability or information from the Bundeszentralregister, i.e. about previous convictions, to assess your suitability for the intended job. Legal basis for this is § 26 BDSG.

Data transfer:

Your data will not be used by our site for automated decision making or profiling, nor shared with third parties. Your data will be processed on our behalf or exclusively through us in Germany.

You have the following rights:

- **Right to information (Article 15 GDPR)**
You have the right to ask the controller for a confirmation as to whether your personal data is being processed. Article 15 Section 1 sentence 2 GDPR regulates the content of the right to information. These include:
 - the purpose of the processing,
 - the categories of processed data,
 - the recipients or categories of recipients to whom the data will be disclosed,
 - the duration of the storage of the data or the criteria for determining this duration.
- **Right to rectification (Article 16 GDPR)**
You have the right to demand from the controller the correction of incorrect personal data concerning you and, if necessary, the completion of incomplete personal data without delay.
- **Right to cancellation or restriction (Article 18 GDPR) of processing**
You have the right to demand from the controller that personal data concerning you be deleted immediately, e.g. for example, if the data is no longer needed for the purposes pursued (right to delete). The data subject has the right to require those responsible to restrict processing for the duration of the review by the responsible, e.g. for example, if the data subject has objected to the processing.
- **Right to objection (Article 21 GDPR)**
You have the right to object at any time to the processing of your personal data for reasons arising from your particular situation. The controller no longer processes the personal data. Unless he / she can demonstrate compelling legitimate grounds for processing that outweigh the interests, rights and freedoms of the data subject or the processing serves to assert, pursue or defend legal claims.
- **Right to revocation (Article 7 (3) GDPR)**
If the processing of your personal data takes place on the basis of your consent, you have the right to revoke this consent at any time, without affecting the legality of the processing based on the consent until the revocation.
- **Right to appeal to the supervisory authority (Article 77 GDPR)**
If the data subject considers that the processing of personal data concerning them is contrary to the GDPR, there is the possibility of a complaint to a supervisory authority.