

Information on data processing of Applicant data

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

Who is responsible for data processing and whom can you contact?

Responsible for data processing:

Aktuell Raiffeisen Versicherungs-Maklerdienst GmbH.

Friedrich-Wilhelm-Raiffeisen-Platz 1

1020 Vienna

Telephone: 050103

E-mail: datenschutz@aktuell.co.at

A data protection officer has not been appointed in the company.

What data is processed and from which sources does this data originate?

We process the personal data that we receive from you during the application. Personal data includes in particular your personal details (e.g. name, address, date of birth, academic title/degree, telephone number, e-mail address, address, curriculum vitae), data on the intended employment relationship (e.g. description of the job, remuneration expectations) and data on qualifications and school and university degrees (e.g. training, work experience, language skills). These are exclusively the data that you transmit to us.

For what purpose and on what legal basis is the data processed?

We process your personal data in accordance with the provisions of the European Data Protection Regulation (DSGVO) and the Data Protection Act.

Processing only takes place in accordance with the purposes set out here (e.g. inclusion of your data in an applicant database, keeping a record of your applicant data in the event that we do not currently have a suitable position available, recording for the collection of applicant statistics and for the evaluation of process efficiency and effectiveness), for the purpose of processing your application and, if applicable, transfer to your personnel file and for the implementation of necessary measures in connection with the establishment of your employment relationship and subsequently the ongoing employment relationship.

- **for the fulfilment of pre-contractual measures (Art. 6 para. 1b DSGVO).**

Processing is carried out (in the case of recruitment) for the fulfilment of pre-contractual measures arising from the service contract and subsequently obligations in connection with your employment.

- **within the scope of your consent (Art. 6 para. 1a DSGVO)**

If you have given us consent to process your personal data, processing will only be carried out in accordance with the purposes and to the extent agreed in the declaration of consent (e.g. when forwarding application documents to subsidiaries, when keeping records of your application for a period of 12 months). Consents can be revoked at any time and independently with effect for the future. The revocation of consent does not affect the lawfulness of data processing up to the time of revocation.

- **for the protection of legitimate interests (Art. 6 para. 1f DSGVO).**

Where necessary, data processing may be carried out beyond the actual fulfilment of the contract to protect the legitimate interests of us or third parties.

Who receives your data?

Within our company - for the sole purpose of selecting applicants - those departments or employees receive your data, including the personnel department and the specialist department for whose position you have applied. Furthermore, only certain employees are authorized to access personal data. When processing your data, these employees ensure that the confidentiality of the personal data is maintained.

In addition, contractually bound processors (in particular IT service providers and back-office service providers) receive your data if they require the data to perform their respective services. All processors are contractually obliged to treat your data confidentially and to process it only in the context of providing the service.

How long will your data be stored?

If we are unable to offer you a vacant position, we will process your personal application data for 12 months if we have your expressed consent to do so. If you have not given us your consent, we are entitled to keep your application data for 7 months after the application has been rejected.

In the event that an employment relationship is established, the required data (e.g. contact details, certificates, information on training and professional experience) will be transferred to the personnel file and the data that is not required will be deleted 7 months after completion of the application procedure. You will receive separate information about the employee data stored within the scope of the employment relationship.

After 11 months, we may ask you by e-mail whether you would like to extend the declaration of consent for a further 12 months to be kept on record for further job offers.

Your consent can also be revoked at any time with effect for the future by e-mail to datenschutz@aktuell.co.at and/or by post to Aktuell Raiffeisen Versicherungs-Maklerdienst GmbH, Friedrich-Wilhelm-Raiffeisen-Platz 1, 1020 Vienna.

If you revoke your consent, we will delete your personal data 7 months after completion of the application process, or immediately if your revocation occurs after this period. This does not apply if legal provisions prevent the deletion or if the further storage is necessary for the purpose of providing evidence, e.g. in a lawsuit.

What data protection rights do I have?

You have the right to information, correction, deletion, or restriction of the processing of your stored data, a right of objection and a right of revocation against the processing as well as a right to data portability in accordance with the requirements of data protection law. However, you also have the right to lodge a complaint with the Austrian Data Protection Authority or with another data protection supervisory authority in the EU, at your place of residence or place of work.

If you are of the opinion that data protection regulations are being violated in the processing of your data, please contact us so that we can clarify your questions:

by e-mail to: datenschutz@aktuell.co.at

Are you obliged to provide data?

You must provide those personal data that are required for the decision on the establishment of an employment relationship. If you do not provide us with this data or provide it incompletely, we will unfortunately not be able to consider your application.

You will only be asked to disclose special categories of personal data pursuant to Art 9(1) of the GDPR (i.e. data concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation) if this is necessary for the establishment of the employment relationship or the employment relationship itself at that time.

If you have yourself provided "special categories of personal data" in your letter of application or other documents submitted by you in the application procedure (e.g. a photo revealing ethnic origin, information on religious beliefs, etc.), your consent also refers to the processing of these data.

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