# SKIDATA GmbH eRecruiting – Privacy Notice



Dear applicant!

Here you can see how SKIDATA collects, processes and uses your personal data:

If you use our e-recruiting procedures, you provide your data for a specific application.

The following data may be processed by us (if you actually provide it to us):

- First name, surname, title, place of residence, date of birth, telephone number, nationality, curriculum vitae, school and university education, further education, professional career, CV, photographs, desired position in the company, work and school references.

We may also process the following data as part of the application process:

 Content and course of the application process, evaluation and result of the application process, desired salary, bank details/account data (only in the case of an explicit and written commitment on the part of SKIDATA or to cover travel expenses).

The collection and processing of the aforementioned personal data is carried out exclusively for the purpose of filling open positions at SKIDATA GmbH on the basis of Art. 6 (1) (b) GDPR (implementation of precontractual measures). If a position is to be filled at another SKIDATA Group company, we will forward your data to this affiliated company (subsidiary). However, your data will only be passed on to the offices and specialist departments responsible for the specific application process.

For individual positions, we also involve partners (e.g. personnel consultants, external recruiters) for support, to whom your data will then be passed on. We will inform you about the involvement of a specific partner. In any case, we will conclude an order processing agreement with the partner in these cases, which offers sufficient guarantees that your data will also be treated confidentially and in accordance with the law by the partner.

#### What rights do you have?

### You can

- obtain information about your personal data processed by SKIDATA;
- request the correction of incorrect personal data;
- request the deletion of personal data processed by SKIDATA, insofar as the processing of your data by SKIDATA is based exclusively on your consent;
- if applicable, also request a restriction of the processing of personal data
- request a transfer of your personal data or
- object to the processing of your personal data by SKIDATA.
- If you have given your consent, you have the right to revoke the consent given to us at any time and the right to information, correction or deletion of your data stored by us.

To exercise your rights, please send an email to our

- data protection officer: <u>dataprivacy@skidata.com</u>

In accordance with the GDPR, we would like to point out that you may also lodge a complaint with the supervisory authority (data protection authority in Vienna).



## How long do we store your data?

Unless an explicit storage period is specified at the time of collection, your personal data will be deleted after the expiry of a period of six months, so that we can answer any follow-up questions regarding the application and comply with our duty of proof under the regulations on equal treatment of applicants.

## Would you like us to consider you for future vacancies?

We will only keep your application documents beyond the necessary period and consider you for future vacancies if you have given us your consent to do so. In this case, we will delete your data two years after receipt of your application.

You can read how SKIDATA handles personal data in general (e.g. when using our website) in our privacy policy (<u>SKIDATA - Data Privacy</u>).