

Thank you for your interest in our company and your current or past application for employment with us. You will find below information on how your personal data is processed in connection with your application.

1 Controller

ADLON Intelligent Solutions GmbH
Albersfelder Straße 30
88213 Ravensburg
Telefon: 0751 7607-0
E-Mail: karriere@adlon.de

For further information on our company, authorised representatives and other contact options, please go to the legal information page on our website: <https://adlon.de/impressum/>

2 Data Protection Officer

If you have any questions or comments on data protection (e. g. on information and updating of your personal data), you can also contact our data protection officer.

Contact details of the data protection officer:

Maximilian Musch
Deutsche Datenschutzkanzlei
Richard-Wagner-Straße 2
88094 Oberteuringen
E-Mail: datenschutz@adlon.de

3 Processing frame

3.1 Source and categories of personal data

We process the data that you have sent us associated with your application to check your suitability for the position (or other positions in our company that may be suitable) and conduct the application process.

3.2 Purposes and legal bases of the processed data

We process your personal data in compliance with the provisions of the EU General Data Protection Regulation (GDPR), the German Federal Data Protection Act (BDSG) and other relevant laws.

The legal basis for the processing of your personal data in this application procedure is primarily Art. 6 Para. 1 lit. b) GDPR and Sec. 26 BDSG. Accordingly, the processing of the necessary data in connection with the decision on the establishment of an employment relationship is legitimate.

Should the data be required once the application process has been concluded, the data may be processed on the basis of the requirements of Art. 6 GDPR, particularly for exercising legitimate interests in accordance with Art. 6 para. 1 f) GDPR. In such case, our interest is the assertion or defense of claims.

Furthermore, your voluntarily given consent can be the legal basis for data processing (e. g. inclusion in the applicant pool, newsletter for new job offers) in accordance with Art. 6 Para. 1 a) GDPR. You have the right to withdraw your consent at any time.

We will inform you in advance if we decide to process your personal data for any purpose not mentioned above.

3.3 Consequences of non-availability of data

As part of your application, you have to provide the personal data necessary to establish the employment relationship or which we are legally obliged to collect.

3.4 Automated individual decision-making

We do not use automated decision-making methods according to Art. 22 GDPR.

4 Recipients of Data

4.1 Recipients of data within the EU

Within our company, only the persons necessarily involved in the application process (e. g. specialist departments, management, personnel department) will receive your data.

Your application data is reviewed by the HR department once your application has been received. Suitable applications are forwarded internally to the persons in the respective departments responsible for the vacant position. The further course of action is determined after that. Only persons who require your data for the proper processing of your application are given access to it within our company.

4.2 Recipients of data outside the EU

We use the services of Microsoft-365 and have chosen German data centers as our location.

Microsoft Corporation has its headquarters in the USA. Processing of personal data using certain Microsoft services and apps may therefore also take place in a third country.

For the transfer to the USA, which is considered an unsafe third country, there is no adequacy decision of the European Commission. For this reason, we have concluded a data protection agreement with Microsoft, including standard contract clauses pursuant to Art. 44 et seq. GDPR and defined additional measures to ensure the highest possible protection for the personal data of data subjects.

5 Storage period

In case of rejection, the applicants' data will be erased within **four months** after notice of rejection, unless longer storage is necessary for the defence of legal claims.

If you have given the consent to your personal data being stored for other job possibilities or a period of time longer than the current application process, we will include your data in our pool of applicants. **Until the next selection procedure, after a maximum of 12 months or after individual agreement with you, your application documents will then be kept and as described in the case of the initial application, destroyed four months after receipt of the rejection, unless longer storage is necessary for the defence of legal claims.**

In the case that your application for a position is successful, the data is transferred from the applicant data system to our HR information system.

6 Your rights

Under certain circumstances you can assert your data protection rights against us.

- You have the right to **receive information** from us about your data stored by us pursuant to the rules of Art. 15 GDPR (possibly with restrictions pursuant to Section 34 Federal Data Protection Act of Germany (BDSG))
- If you so request, we will **correct the data** stored about you pursuant to Art. 16 GDPR if they are inaccurate or incorrect.
- If you so desire, we will **erase your data** pursuant to the principles of Art. 17 GDPR, provided that other legal regulations (e. g. legal storage obligations or the restrictions pursuant to Section 35 Federal Data Protection Act of Germany (BDSG-neu)) or an overriding interest on our part (e. g. to defend our rights and claims) do not oppose this.
- You may ask us to **restrict the processing of your data**, taking into account the requirements of Art. 18 GDPR.
- Furthermore, you may object to the processing of your data pursuant to Art. 21 GDPR, which requires us to stop processing your data. However, this right to object only applies in the event of very special circumstances regarding your personal situation, whereby our company's rights may conflict with your right to object.
- You also have the right to **receive your data in a structured, common, and machine-readable format** under the conditions of Art. 20 GDPR or to transmit them to a third party.
- In addition, you have the right to **withdraw the consent** to the processing of personal data you granted at any time with future effect (see Section 2.3).
- You also have a right to **lodge a complaint** with a data protection supervisory authority (Art. 77 GDPR).

6.1 Supervisory authority

The data protection supervisory authority responsible for us is:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg
Postfach 10 29 32, 70025 Stuttgart
Königstraße 10a, 70173 Stuttgart
Tel.: 0711/61 55 41 – 0
Fax: 0711/61 55 41 – 15
E-Mail: poststelle@ldi.bwl.de
Internet: <https://www.baden-wuerttemberg.datenschutz.de>