

Information on data protection regarding the collection of personal data in accordance with Articles 13 and 14 of the General Data Protection Regulation (GDPR) by Autark GmbH

We appreciate your interest in working for our company. We process personal data as part of the application process. Below, we provide information about the nature, scope and purpose of this processing in accordance with Article 13 of the General Data Protection Regulation (GDPR).

1. Who is responsible for data processing and who can I contact?

The responsible company is:

Autark GmbH
Horst-Dieter-Jordan-Str. 7
34134 Kassel

You can contact the data protection officer at:

Autark GmbH
Silke Rappelt
Horst-Dieter-Jordan-Str. 7
34134 Kassel

E-Mail: silke.rappelt@autark.com

2. What personal data is processed?

Data contained in the application documents provided will be processed. As a rule, this includes

Master data:

Surname, first name, address, telephone number, email address

Other personal information (if provided by you):

Date of birth, nationality, residence or work permit, if applicable

Application documents:

Cover letter, CV, details of special qualifications (e.g. language or IT skills, driving licence, availability for work at the potential workplace, references, certificates and references, and, if applicable, a photo, if included

Communication data:

Emails, telephone notes

3. For what purpose and on what legal basis are your data processed (purpose limitation)?

Your data will be processed solely for the purpose of conducting the application process.

The legal basis for this is Art. 6 (1) (b) GDPR in conjunction with § 26 BDSG (initiation of an employment relationship).

If we wish to store your data for a candidate pool beyond this, we will only do so with your express consent (Art. 6 (1) (a) GDPR).

4. Who receives my data and from which third parties is data collected?

Personal data is only made available within Autark GmbH to those employees who need it to carry out the selection process.

In certain selection procedures, Autark GmbH works with external consultants or personnel service providers. Data processing agreements in accordance with Art. 28 GDPR are in place with these service providers. Like Autark GmbH, they are contractually obliged to treat personal data confidentially and to use it exclusively for the agreed purposes. Use for other purposes is excluded.

If necessary for the conclusion of an employment contract or to fulfil legal obligations, personal data may also be transferred to external bodies. These include, for example, service providers in the field of occupational health and safety, as well as public bodies such as tax authorities or social security institutions.

5. How is the data processed?

The application documents submitted will be stored electronically or, in the case of paper applications, kept by Autark GmbH or a contracted service provider as part of order processing.

Once the application process has been completed, you will usually receive notification by email.

The process is documented, for example through interview notes or, if applicable, test results.

If your application is successful, we will transfer your data and continue to store it in your future personnel file.

6. How long will my data be stored?

Once the application process has been completed, your data will be deleted after six months at the latest, unless longer storage is required due to legal obligations or your consent (e.g. for inclusion in the applicant pool).

If immediate deletion of data is requested when withdrawing the application (in accordance with Art. 17 GDPR), the entire data record will be deleted immediately. In this case, your name and contact details will also no longer be available (overnight processing of the deletion process may be required).

In practice, all data is deleted automatically when an application is withdrawn. A formal declaration of revocation of data storage is therefore not necessary.

However, deletion is only possible if the personal data is no longer necessary, is being processed unlawfully or if consent has been revoked. The exceptions to this right as regulated in Section 35 of the Federal Data Protection Act (BDSG) apply.

7. What data protection rights do I have?

Every data subject has the right to:

- Information about the personal data stored about them (Article 15 GDPR)
- Correction of incorrect data (Article 16 GDPR)
- Deletion (Article 17 GDPR)
- Restriction of processing (Article 18 GDPR)
- Data portability (Article 20 GDPR)
- Objection (Article 21 GDPR)

In addition, you have the right to lodge a complaint with a data protection supervisory authority. The competent supervisory authority for Autark GmbH is Der Hessische Beauftragte für Datenschutz und Informationsfreiheit (HBDI)

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