

Data protection information for job applicants

We are pleased that you are interested in our company and have applied or are applying for a job with us. We would like to take this opportunity to provide you information on how we process your personal data in connection with your application.

The controller for purposes of data protection law is

DUALIS GmbH IT Solution
Breitscheidstraße 36
01237 Dresden

Phone: +49 (0) 351 47791 0

E-Mail: dualis@dualis-it.de

Internet: www.dualis-it.de

You will find further information on our company, information about authorised representatives and other contact details in the Imprint section our website: <https://www.dualis-it.de/en/imprint/>

What data do we process from you - and for what purposes?

We process data you have sent us in connection with your application in order to assess your suitability for the position (or any other open position in our company) and to conduct the application process.

Legal basis

The legal basis for processing your personal data within the scope of the application process is primarily section 26 Federal Data Protection Act ("BDSG") as amended effective 25 May 2018. This provision permits data to be processed that is required in connection with a decision to establish an employment relationship.

Should this data be necessary for the pursuit of legal rights after completion of the application process, data processing may be carried out on the basis of the requirements of Art. 6 GDPR, in particular in the pursuit of legitimate interests pursuant to Art. 6(1)(f) GDPR. In such cases, our interest lies in the establishment or defence of the claims concerned.

Retention period

In the event an application is rejected, candidate data will be deleted after six months. If you have been accepted for a job as part of the application process, data from the candidate information system will be transferred to our HR information system. Data will be stored there for the duration of the employment relationship. This data will be deleted as soon as this ends, unless further retention is required by law.

Sharing data

As part of the application process, we use the service provider Wirke, Inc. 1 Grand Parade Ranelagh, Dublin, Ireland which provides us with an online project management and collaboration tool, as a processor. In addition, we use other processors such as IT service providers to store the data, maintain our systems, etc.. The necessary contracts have been concluded with all processors and they are strictly bound by our instructions when handling your data.

Your applicant data will be reviewed by the HR department after receipt of your application. Suitable applications are then forwarded internally to department heads for responsible for the vacancy concerned. Discussions are then held as to how to proceed further. As a matter of principle, only those persons within the company who need your data to properly conduct the application process have access to your data.

Where is the data processed?

We store, collect and process information mainly in Germany.

In doing so, we comply with local laws and restrictions regarding the processing of the personal data we collect, including the General Data Protection Regulation.

When transferring data to countries outside the European Union, we ensure that a level of data protection within the meaning of Art. 44 et seq. DSGVO is complied with.

The headquarters of Wrike, Inc. is in the USA. Your data processed in the online tool is processed in Wrike's European data centre. However, there is a possibility that your data may also be transferred to the USA. DUALIS GmbH IT Solution has concluded a DPA with corresponding standard contractual clauses with Wrike, Inc. Wrike, Inc has consequently undertaken to comply with the standards and regulations of European data protection law. Further information on data processing by Wrike can be found here: <https://www.wrike.com/security/privacy/>

As a matter of principle, we do not transfer data to countries outside the EU or the EEA (so-called third countries).

Your rights as a data subject

- You have the **right to obtain information** about the personal data we have processed concerning you (Art. 15 GDPR). In the case of a request for information that is not made in writing, we ask for your understanding that we may then demand verification from you that you are the person you claim to be.
- You have the **right to rectification**, erasure or restriction of processing to the extent permitted by law (Art. 16, 17, 18 GDPR).
- You have the **right to object to processing** to the extent permitted by law (Art. 21 GDPR).
- You have the **right to data portability** to the extent permitted by law (Art. 20 GDPR).
- You have the **right to lodge a complaint**. This gives you the opportunity to lodge a complaint with the competent supervisory authority (state commissioner for data protection) if you are of the opinion that we are not processing your personal data lawfully (Art. 77 GDPR).
- If personal data has been collected based on your consent, you have the right to withdraw your consent at any time without the need to provide a reason (Art. 7(3) GDPR).

Data protection officer

We have appointed a data protection officer in our company. You may reach our data protection officer using the following contact information:

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Breitscheidstraße 36
01237 Dresden
E-Mail: datenschutz@dualis-it.de
Phone: +49 351 47791 335