

Privacy Policy

Application process

Information to be provided where personal data are collected from the data subject (Article 13 EU GDPR)

The General Data Protection Regulation (“GDPR”) is a new, EU-wide privacy and data protection law. It governs how businesses may process personal data of their customers, prospects, suppliers, contractors and other business partners. The following explains what data we process and why, as well as your rights related to the processing of your personal data.

Personal data is any information relating to an identified or identifiable person (e.g. address, name, function, phone number, e-mail address).

Controller responsible for data processing is:

The controller of any personal data collected from you is windtest grevenbroich gmbh, Frimmersdorfer Straße 73a, 41517 Grevenbroich, Germany, which, alone or jointly with others, determines the purposes and means of the processing of personal data (e.g. names, e-mail addresses, etc.).

Use of your personal data

We only collect, process and use personal data that you voluntarily provide to us, for example when submitting an **application for employment**, and when it is lawful to do so or you have given us your consent.

Your application includes data such as your full name, title, date and place of birth, communication data such as phone, e-mail, etc., as well as relevant references and certificates of employment, qualifications, interview notes and records.

We will not use your personal data for any other purposes without your consent. The legal bases for this are set out, inter alia, in Article 6 (1)b and Article 7, and your rights in this regard in Articles 12-21 of the European General Data Protection Regulation (GDPR).

The storage period depends on the legal requirements. If we are unable to offer you a position, your personal data will be deleted no later than six months after receipt of your application. If you have

been accepted for a job, we will provide you with the information required under Article 13 GDPR for employees.

Where are your data processed?

Generally, your data are processed in Germany. However, it may be the case that we engage contractors that process data for us in other countries within the boundaries of the law.

How secure are your data?

We have taken extensive technical and operational precautions to protect your data against unauthorised access and misuse in accordance with German law.

You are welcome to request a description of our technical and organisational measures.

Will my data be passed on to third parties, e.g. public authorities?

Yes, we may pass on your personal data to external contractors for data processing. Contractors only come in contact with our applicants' personal data within the framework of what is known as commissioned data processing. This is explicitly provided for by law (Article 26 or Article 28 GDPR). windtest grevenbroich gmbh remains responsible for protecting your data. The contractor has to follow and follows our instructions at all times when working with your data. We ensure this by strict contractual regulations, technical/organisational measures and extra checks.

When will my data be deleted?

Your application data will be deleted no later than six months after receipt of your application. If you have given us your consent, we will store your personal data for longer than six months for future selection processes and job vacancies at our company.

If you have been accepted for a job, your application data will be transferred to our personnel file.

Withdrawal of your consent to the processing of your data

Many data processing operations are only possible with your express consent. You may withdraw the consent you have previously given us at any time. All you need to do is send us a message by email. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Right to data portability

You have the right to receive the personal data concerning you, which we process by automated means based on your consent or where it is necessary to fulfil a contract, in a commonly used and machine-readable format, and to transmit those data to a third party. You are also entitled to have your personal data transmitted directly from us to another controller, where this is technically feasible.

Right to information, rectification, erasure and restriction of processing

You have the right to free information about your stored personal data, the origin of the data, their recipients and the purpose of the data processing, as well as the right to correction, restriction, transfer, blocking and deletion of this data at any time within the framework of the applicable legal provisions.

Please do not hesitate to contact us at any time under the address provided in our “Legal information” section if you have questions about this or any other data protection related issues.

Right to object according to Article 21 GDPR

Any data subject has the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6 (1) GDPR. If you object, we will only continue to process your personal data insofar as we can demonstrate compelling legitimate grounds for doing so that override your interests, rights and freedoms, or insofar as the processing serves the assertion, exercise or defence of legal claims.

If you want to exercise your right to object, you can contact one of our employees directly or our Data Protection Officer.

Data Protection Officer

We have appointed a Data Protection Officer for our company.

5medical-management GmbH

Michael Letter

Matthiasstrasse 33a

41468 Neuss / Germany

E-mail: info@letter-consulting.de

Right to lodge a complaint with the competent supervisory authority

If you believe that the processing of your personal data violates legal requirements, you have the right to lodge a complaint with the competent supervisory authority. The competent data protection supervisory authority is:

Landesbeauftragte für Datenschutz und Informationsfreiheit

Nordrhein-Westfalen

[State Commissioner for Data Protection and Freedom of Information in
North Rhine-Westphalia]

Postfach 20 04 44

40102 Düsseldorf

Tel: 0211/38424-0

E-mail: poststelle@ldi.nrw.de

For more information, please see our privacy policy at: www.windtest-nrw.de/datenschutz.html