

Information on the processing of applicant data

General information

Brief description	Information for applicants about the processing of their data at infoteam when they first apply, i.e. when the data is used digitally for the first time at infoteam.
Destination	Fulfilment of data protection requirements regarding information duties according to Art. 13 and Art. 14GDPR
Notes	GDPR = General Data Protection Regulation
Gender note	For ease of reading, we use the masculine form in the following, but the information nevertheless refers to members of all genders, known and as yet unknown.

We are pleased that you are interested in us and that you are applying or have applied for a position in our company or our family of companies. We are pleased to provide you below with information on the processing of your personal data in connection with your application to the

- Infoteam Software AG or the
- infoteam SET GmbH

Data protection information according to Art. 13 and 14 GDPR

The responsible party is infoteam Software AG, hereinafter referred to as infoteam. According to Art. 4 para. 1 GDPR, your personal data includes all information that relates or can be related to your person.

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1 Name and contact details of the responsible body

The responsible party within the meaning of data protection law is

infoteam Software AG

Am Bauhof 9
91088 Bubenreuth
E-mail: [info\(at\)infoteam.de](mailto:info(at)infoteam.de)
Phone: +49 (0) 9131 / 78 00 - 0

and the

infoteam SET GmbH

Am Bauhof 9
91088 Bubenreuth

You will find further information about our company, details of the persons authorised to represent it and also further contact options in the imprint of our website:

<https://www.infoteam.de/impressum>

2 Our data protection officer

We have appointed a data protection officer in our company. You can reach her as follows:

Dr Marion Herrmann
Datenschutz Symbiose GmbH, Hundingstr. 12, 95445 Bayreuth, Germany
E-mail: [datenschutz\(at\)infoteam.de](mailto:datenschutz(at)infoteam.de)

3 Collection and storage of personal data; type, purpose and use

3.1 Categories and types of personal data

We process the data you have provided to us in connection with your application in order to assess your suitability for the position (or other open positions in our companies, if applicable) and to carry out the application process.

These data may include:

- master data (name, academic titles, address, date and place of birth, gender)
 - marital status, children, religious affiliation and nationality
 - Contact and communication data
- Profile data , details of your qualifications, in particular schooling and vocational training and certifications.

If applicable, this may also include information on health, e.g. severely disabled status and other health data relevant to the workplace, if you already provide this during the application process.

3.2 Purpose of the data processing

We process and use your personal data exclusively for the purpose of the application process. This includes all information necessary to initiate an employment relationship.

If you apply for a position where we could also deploy you at the client, we also use your application data - usually after the first interview with you - to create a CV for our client. This CV is a compilation of your qualifications for the possible customer assignment without mentioning your name, i.e. pseudonymised data, and from the customer's point of view it is even anonymous.

When you register for the infoteam talent network, we collect your data to inform you in the future about interesting job offers, events, trade fairs and events and to give you insights into the world of infoteam. When registering for this team, you will receive further information on data processing.

Your data will only be processed for purposes other than those mentioned above if such processing is compatible with the purposes of the employment relationship. We will inform you about such processing before further processing of your data and, if necessary, obtain your consent.

3.3 Legal basis of the processing

The legal basis for processing your personal data for employment purposes is Art. 6, 1b in conjunction with § 26 BDSG (Federal Data Protection Act).

Should the data be required for legal prosecution after the application process has been completed, data processing may be carried out on the basis of the requirements of Art. 6 GDPR, in particular to safeguard legitimate interests pursuant to Art. 6, 1f) GDPR. Our interest then consists in the assertion or defence of claims.

In individual cases, we may also obtain your consent to the processing or transmission of your data. In these cases, your consent is voluntary and can be revoked by you for the future at any time, unless otherwise agreed. You will not suffer any disadvantages from non-consent or a possible later revocation of consent.

3.4 Recipients of your data

Your application data will be reviewed by the Human Resources Department (HR) after receipt of your application. Suitable applications are then forwarded internally to the person responsible for the respective open position. The further procedure is then

coordinated. In principle, only those persons in the company have access to your data who need this for the proper course of our application procedure.

We use a specialised software provider for the application process. This provider acts as a service provider for us and may also receive knowledge of your personal data in connection with the maintenance and care of the systems. We have concluded a so-called order processing agreement with this provider, which ensures that the data processing is carried out in a permissible manner.

3.5 Duration of storage

Data of applicants will be anonymised after 6 months in case of rejection.

In the event that you have agreed to further storage of your personal data, we will transfer your data to our BITE applicant pool. There, the data will be deleted after two years.

If you have been awarded a position during the application process, the data from the application process will be transferred to our personnel management system.

4 Disclosure of data to third parties

Your personal data will only be transferred or disclosed to external bodies insofar as this is required by a legal norm, is necessary for the fulfilment of the initiating contractual relationship or there is a justified interest on the part of the company or an external body in the aforementioned sense and the transfer is permissible according to the data protection regulations.

On our website, you have the option of uploading your application documents directly online and submitting them to us. For this purpose, we use the e-recruiting software, an online portal for job applications, of BITE GmbH, Magirus-Deutz-Straße 12 89077 Ulm (hereinafter "BITE"). Your uploaded data is transmitted to BITE and stored on a BITE server in Europe. We have concluded a so-called order processing agreement with this provider, which ensures that the data processing is carried out in a permissible manner.

In addition, you have the option of registering for our Infoteam talent network on our website. Here we use the service provider myVeeta. We have concluded a so-called order processing agreement with this provider, which ensures that the data processing is carried out in a permissible manner. You can obtain the data protection notice of myVeeta at: [Privacy policy for talents - myVeeta](#)

5 Your rights as a data subject

As a person affected by data processing, you have various rights:

- **Right of withdrawal:** You can withdraw your consent at any time. The data processing based on the revoked consent may then no longer be continued for the future.
- **Right to information:** You can request information about your personal data processed by us. This applies in particular to the purposes of the data processing, the categories of personal data, the categories of recipients, if applicable, the storage period, the origin of your data, if applicable, and the existence of automated decision-making, including profiling, if applicable, and meaningful information on its details.
- **Right to rectification:** You can request the rectification of incorrect or the completion of your personal data stored by us.
- **Right to erasure:** You can request the erasure of your personal data stored by us, insofar as its processing is not necessary for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest or for the assertion, exercise or defence of legal claims.
- **Right to restriction of processing:** You can demand the restriction of the processing of your personal data if you dispute the accuracy of the data or if the processing of the data is unlawful but you refuse to delete it. You also have this right if we no longer need the data but you need it to assert, exercise or defend legal claims. Furthermore, you have this right if you have objected to the processing of your personal data.
- **Right to lodge a complaint (complaints body):** You have the right to complain about our processing of personal data to a data protection supervisory authority, for example, if you believe that we are processing your personal data in an unlawful manner.

Our competent data protection supervisory authority is:

Bavarian State Office for Data Protection Supervision (BayLDA)
Promenade 18, 91522 Ansbach
Phone: +49 (0) 981 180093-0
E-mail: poststelle@lda.bayern.de

However, you can also contact any other data protection supervisory authority.

6 Your right to object

If we process your personal data on the basis of consent or a legitimate interest, you have the right to object to this processing.

The controller shall then no longer process the personal data unless it can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or for the establishment, exercise or defence of legal claims (Article 21 GDPR).

If you wish to exercise your right of objection, a notification in text form is sufficient. You can therefore write to us or contact us by e-mail. You can find our contact details under point 1 of this data protection notice.

Contact

infoteam Software AG

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