

INFORMATION ON THE HANDLING OF YOUR DATA AS APPLICANT

1. PRELIMINARY REMARK

The following is intended to provide you with information about your data. The legislator has provided which information is necessary.

If you have any further questions regarding the Basic Data Protection Regulation please contact the Data Protection Officer and/or the Administration at any time.

2. WHAT ARE PERSONAL DATA?

All information relating to an identified or identifiable person. A person is identifiable if he or she can be identified directly or indirectly. This can be done, for example, by assigning an identification such as a name, identification number, data on location, an online identification or one or more special features.

3. BASIC INFORMATION

3.1 Who is responsible for the control and compliance of the data protection law

Responsible for data processing is
Keller HCW GmbH
Carl-Keller-Str. 2-10, 49479 Ibbenbüren
Tel. 05451 850, E-Mail: bewerbung@keller.de

3.2 Which authority is responsible for the control and compliance of the data protection law?

Responsible data protection authority
Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen
Kavalleriestr. 2-4, 40213 Düsseldorf
Telefon: 0211/38424-0 E-Mail: poststelle@ldi.nrw.de

3.3 How can I contact the data protection officer of the company?

The data protection officer of our company is Mr. Georg Möller who can be reached as follows:
Georg Möller, SK-Consulting Group GmbH
Osterweg 2, 32549 Bad Oeynhausen
E-Mail: datenschutz@SK-consulting.com

4. FURTHER IMPORTANT INFORMATION

4.1 Data collection in the application process (Why?)

Before you decide for us and we decide for you, we would like to get to know each other. In the first step, the information and documents you send us in writing or in text form serve this purpose. The next step is to get to know each other personally to learn more about each other. The purpose of this data collection is the well-founded decision for a long-term cooperation.

4.2 Why are we allowed to do this?

The data protection law permits (according to § 26 paragraph 1 sentence 1 BDSG following in connection with Article 88, Paragraph 1, DSGVO or according to Article 6, Paragraph 1 lit b DSGVO) the collection of the data which are necessary for the justification of the employment relationship. If you voluntarily provide us with information about yourself that goes beyond what is necessary, this is permitted by data protection law with a given consent (according to article 6 paragraph 1 sentence 1 lit. a DSGVO).

The legal basis for the collection of the above-mentioned mandatory data is Section 26 (1) sentence 1 BDSG n.F. in conjunction with Article 88 (1) DSGVO or Article 6 (1) lit b. DSGVO.

4.3 Who can receive my data?

In the course of processing your data may be transmitted to:

- Persons within our company who are directly involved in data processing (e.g. HR department).
- Service providers who are contractually bound and obliged to confidentiality and who perform partial tasks of data processing.
- External companies, if necessary. These are, e.g., postal service providers for the delivery of letters.

4.4 Will you submit my data to countries outside the European Union?

This is not planned by us. An exception to this would only be possible if you were to arrange this, e.g. if you were to provide us with an account number of a bank outside the European Union for the transfer of money. The legal processing of this is Article 6 paragraph 1 sentence 24 lit. b DSGVO, article 49 paragraph 1, lit. (b) DSGVO

4.5 How long will you store my data?

We store your data for the time we need it to achieve the purposes described in 4.1. At the latest six months after the decision, the documents will be returned in paper form or the digital documents will be deleted. This period is a protection against claims under the General Equal Treatment Act (Allgemeine Gleichbehandlungsgesetze – AGG). However, there may be legal regulations (e.g. the tax code § 147) which force us to keep certain documents for six or ten years. After the storage period has expired, we delete data that is no longer required. Data in the applicant pool is stored for one year.

4.6 Do I have to provide my data?

In order to achieve the reasons described in point 4.1, it is necessary for you to provide us with your personal data. This is absolutely necessary to conclude a contract with you. If you do not provide the data, we will not be able to conclude a contract with you.

4.7 Automated decision-making / profiling

An automatic decision making / profiling does not take place.

5. WHICH RIGHTS DO I HAVE?

5.1 Note on your rights

As a person affected of a data processing, you have, among others, the following rights under the General Data Protection Regulation (hereinafter also referred to as “rights of the persons affected”):

5.2 Information rights (according to Article 15 DSGVO)

You have the right to request information as to whether or not we process your personal data. If we process personal data of you, you have the right to information about this data and you can request a copy.

5.3 Right for correction of data (according to Article 16 DSGVO)

You have the right to ask us to correct your data if it is incorrect and/or incomplete. This right also includes the right to be completed by supplementary declarations or communications.

5.4 Right to cancellation of personal data (according to article 17 DSGVO)

You have the right to demand the deletion of your personal data from us.

5.5 Right to limit data processing (according to Article 18 DSGVO)

You have the right to have the processing of your personal data restricted.

5.6 Right to data portability (according to Article 20 DSGVO)

You have the right to request from us the data that you have provided to us in a common electronic format (e.g. as PDF or Excel document). If you use the right to data transfer, you still have the right to data deletion in accordance with Article 17 DSGVO.

5.7 Right to object to certain data processing (according to Article 21 DSGVO)

If your data is processed for the purpose of performing public interest or legitimate interests, you may object to such processing. You must explain the reasons resulting from your particular situation for your objection.

5.8 Prohibition of automated decisions/profiling (according to Article 22 DSGVO)

Decisions made by us which have a legal consequence for you or which significantly affect you must not be based exclusively on automated processing of personal data. This also includes profiling.