

1 Name and Contact Data of the Person Responsible for Processing

FIS Informationssysteme und Consulting GmbH and its subsidiary FIS-ASP Application Service Providing und IT-Outsourcing GmbH jointly operate a career portal. You already make a decision on which company you would like to apply to in the first step on our career page. From the time you submit your contact details and documents on this page or optionally create your profile / user account, your personal data as well as application documents will be assigned to this company and processed exclusively by it. An overall examination of your documents will only take place if you have given us separate consent for this purpose. If necessary, this consent will be requested from you by the employees of the respective HR department.

Responsible party when applying for a position at

FIS Informationssysteme und Consulting GmbH:

Person responsible: FIS Informationssysteme und Consulting GmbH

Address: Röthleiner Weg 1, 97506 Grafenrheinfeld

E-mail address: personal@fis-gmbh.de

Phone: +49 (0) 9723 / 91880

2 Contact Data of the Data Protection Officer

You can contact the data protection officer of FIS Informationssysteme und Consulting GmbH at the following address:

SiDIT GmbH

E-mail: info@sidit.de

Website: www.sidit.de

3 Collection and Storage of Personal Data for Applications by Means of Applicant Profiles on Applicant Portals as well as its Type, Purpose and Use

3.1 Collection and Storage

When

- you contact us for the first time,
- you submit an application to us,
- we contact you for the first time based on your applicant profile on applicant portals, such as Experteer and/or Indeed, or
- we contact you for the first time based on your profile on professional social media platforms, such as LinkedIn and/or XING,

we generally process the following information:

- first name, last name,
- address,
- valid e-mail address,
- phone number (fixed network and/or mobile telephony),
- any other data you provide in your application documents (especially CV, certificates),
- any other data that you have released in the applicant profile on applicant portals,
- any other data you specify in the application process (in applicant questionnaires, interviews, etc.),
- voluntarily indicated special categories of personal data in accordance with art. 9 (1) GDPR.
Note: However, please refrain from these specifications.

3.2 What do We Process Your Data for (Purpose of Processing) and on what Legal Basis?

The following section provides information about the purpose we process your data for and on what legal basis.

3.2.1 For the Fulfillment of Contractual Obligations and Pre-Contractual Measures (Art. 6 Par. 1 Lit. b GDPR)

We process your data to perform contractual obligations and pre-contractual measures with you, i.e. in particular

- for the internal processing of your application,
- for carrying out the application process,
- for correspondence with you,
- for beginning or terminating an employment relationship,
- for exercising or fulfilling rights and obligations arising from the law or a company policy,
- for the handling of possible liability claims as well as the assertion of possible claims against you.
- The processing of data referring to you by us is not related to automated decision-making or profiling.

3.2.2 On the Basis of your Consent (Art. 6 Par. 1 Lit. a GDPR)

In principle, we delete your data not later than six months after the end of the application process, provided there are no further reasons for storage, see point 5. Insofar as you have given us consent to process your personal data within the scope of an “applicant pool”, we will delete this consent not later than three years after it was granted. The purpose of the “applicant pool” is to be able to consider you for future vacancies.

You can revoke consents at any time with effect for the future. We inform you that the revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation.

3.2.3 On the Basis of Legitimate Interests (Art. 6 Par. 1 Lit. f GDPR)

Furthermore, we may process your personal data insofar as this is necessary to defend legal claims against us arising from the application procedure on the basis of legitimate interest (e.g. claims arising from the AGG (General Act on Equal Treatment), art. 6 par. 1 lit. f GDPR).

3.2.4 On the Basis of Legal Obligations (Art. 6 Par. 1 Lit. c GDPR)

We are subject to different legal obligations, such as statutory commercial storage and documentation obligations (from HGB (German Commercial Code), StGB (German Penal Code) or AO (General Tax Code)).

3.2.5 The Processing of Special Categories of Personal Data (Art. 9 Par. 2 GDPR)

We process the special categories of personal data you have provided if you have given us consent pursuant to art. 9 par. 2 a) GDPR or if the processing is necessary for us to exercise your rights arising from labor law and social security and social protection law and to comply with our obligations in this regard.

You can revoke consents at any time with effect for the future. We inform you that the revocation of the consent does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation.

4 Transfer of Data to Third Parties and Order Processors

The transfer of person-related data is also a type of processing within the meaning of the previous figure 3.2. Here, however, we would like to inform you separately about data transfers to third parties once more. The protection of your personal data is very important to us. Therefore, we take particular care when it comes to transferring your data to third parties.

Usually, we transfer your personal data to third parties for the following purposes:

- order processors with whom we have concluded an agreement according to art. 28 GDPR
- accounting (e.g. tax consultant)
- legal disputes (e.g. lawyer)
- communication platform (e.g. e-mail)

There will be no transmission of data to third countries.

5 Deletion

We shall delete your personal data insofar as it is no longer required for the purposes for which it has been collected or processed in any other way or its processing is not required for the exercise of freedom of expression and information, for the fulfillment of a legal obligation, for reasons of public interest or for the assertion, exercise or defense of legal claims.

If you choose the optional creation of a profile / user account, you can delete your profile / user account irrespective of that and consequently withdraw your application. This option will result in the deletion of the personal data, except for the data whose storage is required by law. However, please note that the data collected is required for the application procedure and the decision on the establishment of an employment relationship. Without the processing of personal data, a job offer and the issue of an employment contract are not possible.

6 Rights of the Persons Concerned

You have the right:

- to revoke at any time the consent granted to us once according to art. 7 par. 3 GDPR. This means that in the future, we are no longer allowed to continue the processing
- of data based on this consent;
- to demand information about your personal data processed by us according to art. 15 GDPR. In particular, you may demand information on the processing purposes, the categories of person-related data, the categories of recipients to whom your data has been or will be disclosed, the planned storage duration, the existence of a right to correct, delete or restrict the processing of data or object to it, the existence of a right of appeal as well as the origin of your data provided it has not been collected by us;
- to demand immediate correction of false data or the completion of your personal data stored by us according to art. 16 GDPR;
- to demand according to art. 17 GDPR the deletion of your personal data stored by us insofar as it is no longer required for the purposes for which it has been collected or processed in any other way or its processing is not required for the exercise of freedom of expression and information, for the fulfillment of a legal obligation, for reasons of public interest or for the assertion, exercise or defense of legal claims;
- to demand according to art. 18 GDPR a restriction in the processing of your personal data insofar as the accuracy of the data is contested by you, its processing is unlawful, you reject its deletion and we no longer need the data while you still need it for the assertion, exercise or defense of legal claims or you have objected to its processing according to art. 21 GDPR;
- to obtain according to art. 20 GDPR your personal data provided to us in a structured, standard and machine-readable format or to demand its transfer to another person responsible and
- to file a complaint with a supervisory authority according to art. 77 GDPR. Generally, you may contact the supervisory authority of your usual residence or work center in such cases.

7 Right of Objection

Insofar as your personal data is processed on the basis of legitimate interests according to art. 6 par. 1 p. 1 lit f GDPR, you have the right to object against the processing of your personal data according to art. 21 GDPR if there are reasons resulting from your particular situation. If you wish to exercise your right of objection, just send us an e-mail.

For the only reason of readability, we do not differentiate between the genders. None of the descriptions or corporate roles is gender-specific; they shall equally apply to any person.