

Privacy policy for job applicants - Information on the implementation of the European Data Protection Regulation (GDRP)

Our handling of your data and your rights

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1 Who is responsible for data processing and whom can I contact??

Responsible for data processing is

Nowega GmbH
Anton-Bruchhausen-Straße 4
48147 Münster
Tel.: +49 251 60998-0
E-mail: info@nowega.de

Contact details of the data protection officer:

Herr Thomas Floß, EDV-Unternehmensberatung Floß GmbH, Hopfengarten 10, 33775 Versmold

If you have any questions or concerns, you can contact our data protection officer via the following e-mail address: datenschutz@nowega.de

2 What sources and data do we use?

We process data that we receive exclusively from the business relationship with you. We receive the data directly from you.

Specifically, we process the following data:

- Master data relating to your contract (e.g. first name, surname, name supplements, legal guardians)
- Contact details (address, (mobile) phone number, e-mail address)
- Application data (covering letter, certificates, questionnaires, qualifications, etc.)

3 For what purposes and on what legal basis is my data processed?

We process your personal data in compliance with the relevant provisions of the data protection regulation (GDRP), the Federal Data Protection Act (BDSG) and all other relevant laws. The primary purpose of the data processing is to carry out and process the application procedure and to assess the suitability for the position in question. As a result, the processing of your applicant data is necessary in order to be able to decide on the establishment of an employment relationship. The primary legal basis for this is Art. 6 para. 1 b) GDPR in conjunction with § 26 para. 1 Federal Data Protection Act (BDSG). Apart from this, your data may only be processed with your consent in accordance with Art. 6 Para. 1 lit. a) GDPR. Your applicant data will be treated confidentially at all times. Should we wish to process your personal data for a purpose not mentioned above, we will inform you of this beforehand.

In individual cases, we process your data to protect our legitimate interests or those of third parties (e.g. authorities). This applies in particular to the clarification of criminal offences, Art. 6 para. 1 f GDPR or the internal exchange of data for administrative purposes.

4 Who has access to my data?

Within our company, only those persons and departments receive your personal data that need them to fulfil our contractual and legal obligations.

5 How long will my data be stored?

We will delete your personal data no later than six months after the application process has been completed. This does not apply if legal provisions prevent deletion or if further storage is necessary for the purpose of providing evidence or if you have consented to longer storage.

6 Will my data be transferred to a third-party country??

Your personal data will not be transferred to a third-party country (a state outside the European Economic Area - EEA).

7 Am I obliged to disclose my data?

Within the scope of your application, you must provide the personal data that is required for the application procedure and the suitability assessment. Without this data, we will not be able to carry out the application procedure and make a decision on the establishment of an employment relationship.

8 Can I complain about the handling of my data?

You have the option of contacting our data protection officer or a data protection supervisory authority. The data protection supervisory authority responsible for us is:
State Commissioner for Data Protection and Information Security of North Rhine-Westphalia, Kavalieriestraße 2-4, 40213 Düsseldorf, Germany

9 What data protection rights do I have?

In accordance with the respective legal requirements of the GDPR, you have the right to the correction, deletion, processing restriction and transfer of your personal data. You also have the right to lodge a complaint with a data protection supervisory authority.

You have the right (right of objection) to object at any time to the processing of your personal data on the basis of Art. 6 Para. 1 lit. f GDPR.

You have the right (right to information) to request information from us at any time about the data stored about you.

If we process your data to protect legitimate interests, you may object to this processing on grounds relating to your particular situation. We will then no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedom. If the processing serves the assertion, exercise or defence of legal claims, we cannot comply with your objection.