

Data protection information for applicants

We thank you for your interest in a position at our company. The protection of your personal data is important to us. Pursuant to articles 12, 13, 14 and 21 of the General Data Protection Regulation (GDPR), this policy explains how your personal data is handled in the context of your application. Personal data are particulars about the personal or factual circumstances of an identified or identifiable natural person. This includes information such as name, address, phone number and date of birth.

1. Controller

Controller in the meaning of the GDPR:

HAUSER GmbH
Am Hartmayrgut 4-6
4040 Linz, Austria

E-Mail: office@hauser.com
Homepage: www.hauser.com
Phone: +43 (0) 732 732305-0
Fax: +43 (0) 732 713113

2. Data protection officer

Contact details of our data protection officer:

The in-house data protection officer of HAUSER GmbH can be contacted at the above address, Data Protection Department, or by sending an e-mail to datenschutz@hauser.com.

3. Sending an application

We will process your personal data in the context of your application insofar as you provide this data to us. Application documents may include special categories of personal data.

4. Processing of personal data

Applicant details generally include the following: first name and surname, academic title, where applicable, date and place of birth, contact details (address, email, landline and/or mobile number), application documents (covering letter, CV, testimonials), language skills, other skills. We also process data that you send us by email when you contact us.

We use the personal data provided by you within the framework of legal requirements as the basis for our decisions in the application process. We use your professional qualifications, for example, to decide whether we want to consider you for a narrower selection procedure or obtain a personal impression by inviting you for interview, in order to decide whether we want to offer you the position for which you have applied.

We will process your personal data in this case on the following legal basis: data processing for employment-related purposes, article 88 (1) of the GDPR.

5. Processing of special categories of personal data

According to article 9 of the GDPR, special categories of personal data are personal data revealing racial or ethnic origin, political opinions, religious (for example, details of religious denomination) or philosophical beliefs, or trade union membership, and the processing of biometric data for the purpose of uniquely identifying a natural person (for example, photos), data concerning health (for example, details of level of disability) or data concerning a natural person's sex life or sexual orientation. If your CV includes special categories of personal data, we do not collect these intentionally. **Please do not send us such data.**

If, as part of your application documents, you send us special categories of personal data in accordance with article 9 (1) of the GDPR, voluntarily and contrary to our explicit request (your photo or details of your religious denomination, for example), we will store this data on the basis of your consent in accordance with article 88 (1) of the GDPR. This will also apply if you provide us with further special personal data in the course of the application process. By sending this information voluntarily, you agree to the storage of this special personal data in the context of the application process.

In principle, we do not take such special personal data into account when making recruitment decisions unless it is necessary on account of a legal obligation to take such special personal data into account. It may be the case with some job vacancies, for example, that persons with disabilities are afforded preferential treatment in accordance with applicable legislation. In such cases, information is always voluntary and provided with your explicit consent which you give by sending this information voluntarily.

We will process your special personal data on the following legal basis: in accordance with article 9 (1) of the GDPR based on your consent in accordance with article 88 (1) of the GDPR.

6. Transfer of your data

Within our company, employees in the HR department who have responsibility for conducting the application process will have access to your data as well as colleagues from the respective departments concerned, as far as this is necessary for the decision on the establishment of an employment relationship.

We may also share your applicant data with other companies of the Hauser GmbH who are entrusted with the application process.

We do not transfer your personal data to countries outside the EU or the EEA or to international organizations.

7. Duration of storage

If you apply to us for a job, we will store your application details for the duration of the application process. If we do not offer you a position, we will delete your data six months after you have received a rejection letter from us. If you have expressly agreed that we also should consider your application for future job positing, your data may be stored for a longer period. If a legal obligation for a longer storage exists, we will store your data for the duration of this legal period. If we appoint you, we will continue to store this data for the purpose of performing the employment contract.

8. Your rights as data subject

As a data subject, you have the following rights under statutory requirements, which you can exercise in relation to us:

Right to access: You have the right in the context of article 15 of the GDPR to request confirmation from us of whether or not we process personal data concerning you; if this is the case, you are further entitled in the context of article 15 of the GDPR to access this personal data as well certain other information (including the purposes of processing, categories of personal data, categories of recipients, envisaged storage period, origin of data, use of automated decision-making and, in the event of transfer to a third country, the appropriate safeguards) and to receive a copy of your data.

Right to rectification: You have the right in accordance with article 16 of the GDPR to request the correction by us of personal data concerning you that is stored by us if such data is inapplicable or inaccurate.

Right to erasure: You have the right under article 17 of the GDPR to obtain from us the erasure of personal data concerning you without undue delay. You will not have the right to erasure if the processing of personal data is necessary for (i) exercising the right of freedom of expression and information, (ii) for compliance with a legal obligation to which we are subject (for example, statutory retention obligations) or (iii) for the establishment, exercise or defence of legal claims.

Right to restriction of processing: You have the right under article 18 of the GDPR to obtain from us the restriction of processing of your personal data.

Right to data portability: You have the right under article 20 of the GDPR to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format.

Right to withdraw: You have the right to withdraw your consent to the processing of personal data at any time with future effect.

Right to object: You have the right under article 21 of the GDPR to object to the processing of your personal data and consequently we must cease processing of your personal data. The right to object exists only within the limits provided for in article 21 of the GDPR. Moreover, ceasing to process may be contrary to our interests and consequently we will be entitled to process your personal data in spite of your objection.

Right to lodge a complaint with a supervisory authority: You have the right under article 77 of the GDPR to lodge a complaint with a supervisory authority, in particular in the member state of your habitual residence, place of work or place of the alleged infringement if you consider that the processing of personal data relating to you infringes the GDPR. The right to lodge a complaint will be without prejudice to any other administrative or judicial remedy.

The competent supervisory authority in our case is:

Österreichische Datenschutzbehörde [Austrian Data Protection Authority]

Barichgasse 40-42

1030 Wien, Austria

Email: dsb@dsb.gv.at

Phone: +43 (1) 52 152 0

HOWEVER, WE RECOMMEND THAT YOU ALWAYS SENT YOUR COMPLAINT TO US IN THE FIRST INSTANCE. WHERE POSSIBLE, YOU SHOULD SEND REQUESTS TO EXERCISE YOUR RIGHTS TO THE ABOVE ADDRESS OR DIRECTLY TO US.

9. Scope of your obligation to provide data

In principle, you are not obliged to provide us with your personal data. However, if you do not do so, we will not be able to include you in the application process. Personal data, which we do not necessarily require for the processing purposes referred to above, are marked as optional information using the words 'where appropriate' or another symbol.

10. Automated decision-making/profiling

We do not use automated decision-making or profiling (automated analysis of your personal circumstances).

Information on your right to object under Art. 21 of the GDPR

You have the right to file an objection at any time against processing of your data which is performed on the basis of Art. 6, section 1f of the GDPR (data-processing on the basis of a weighing out of interests) or Art. 6, section 1 e of the GDPR (data-processing in the public interest), if there are grounds for your objection emanating from your special personal situation. This also applies to profiling that is based on this purpose in the meaning of Art. 4, no. 4 of the GDPR.

If you file an objection, we shall no longer process your personal data unless we can demonstrate compelling reasons warranting protection for the processing that outweigh your interests, rights and freedoms, or the processing serves the purpose of asserting, exercising or defending legal claims.

The objection can be filed without adhering to any form requirements and should if possible be sent to

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