

Privacy Policy for Applicants

1. Responsible Entity in Terms of Data Protection Law

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2. Purpose and Legal Basis of Processing

We process your personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG), insofar as this is necessary for the decision on the establishment of an employment relationship with us. The legal basis for this is Art. 88 GDPR in conjunction with Section 26 BDSG, which allows data processing for employment purposes when required for making a hiring decision. We may also process your personal data when necessary to fulfil legal obligations (Article 6 (1) (c) GDPR) or to defend or assert legal claims. In such cases, the legal basis is Article 6 (1) (f) GDPR, with our legitimate interest being, for example, the need to provide evidence in proceedings under the General Equal Treatment Act (AGG).

If you explicitly consent to the processing of your personal data for specific purposes, the lawfulness of this processing is based on Article 6(1)(a) GDPR. A given consent can be revoked at any time with future effect (see Section 9 of this privacy policy). If an employment relationship is established between you and us, we may continue processing the personal data already received for employment-related purposes in accordance with Article 88 GDPR in conjunction with Section 26 BDSG. This applies if necessary for the execution or termination of the employment relationship or for the exercise or fulfillment of rights and obligations arising from laws, collective agreements, company agreements, or service agreements that regulate employee representation interests.

3. Categories of Personal Data

We only process data that is related to your application. This can be general information about you (name, address, contact details, etc.), information about your professional qualifications and education, information about professional training and, if applicable, other data that you send us in connection with your application. If your application documents contain photographs, we regard this as implicit consent to the processing of the photo, in particular to viewing and saving the photo when saving the application documents. You can revoke this consent at any time in accordance with Article 7 Paragraph 3 of the GDPR.

4. Sources of the Data

We process personal data that we receive from you by post or email when you contact us or submit your application, or that you send to us via an application portal.

5. Recipients of the Data

We share your personal data within our company only with departments and individuals who require it to fulfill contractual and legal obligations or to pursue our legitimate interests.

We may also transfer your personal data to affiliated companies, provided that such transfer is permissible under the purposes and legal bases outlined in Section 2 of this privacy policy.

Otherwise, data will only be passed on to recipients outside the company if legal provisions permit or require this, if the transfer is necessary to fulfill legal obligations, or if we have your consent.

6. Transfer to a Third Country

There is no intention to transfer data to a third country.

7. Duration of Data Storage

We store your personal data as long as this is necessary to decide on your application. Your personal data or application documents will be deleted no later than six months after the end of the application process (e.g. the announcement of the rejection decision), unless longer storage is legally required or permitted. We will only store your personal data if this is required by law or in the specific case to assert, exercise or defend legal claims for the duration of a legal dispute.

If you have agreed to your personal data being stored for a longer period, we will store it in accordance with your declaration of consent. If an employment, training or internship relationship is established following the application process, your data will initially continue to be stored, if necessary and permitted, and then transferred to your personnel file.

8. Your Rights

Every data subject has the right to information in accordance with Art. 15 GDPR, the right to rectification in accordance with Art. 16 GDPR, the right to erasure in accordance with Art. 17 GDPR, the right to restriction of processing in accordance with Art. 18 GDPR, the right to notification in accordance with Art. 19 GDPR and the right to data portability in accordance with Art. 20 GDPR. In addition, you have the right to lodge a complaint with a data protection supervisory authority in accordance with Art. 77 GDPR if you believe that your personal data is not being processed lawfully.

The right to lodge a complaint is without prejudice to any other administrative or judicial remedy.

If the processing of data is based on your consent, you are entitled to revoke your consent to the use of your personal data at any time in accordance with Art. 7 GDPR.

Please note that the revocation only takes effect for the future. This does not affect processing that took place before the revocation. Please also note that we may need to retain certain data for a certain period of time in order to comply with legal requirements (see section 8 of this data protection information).

Right of objection

If the processing of your personal data is carried out in accordance with Art. 6 (1) (f) GDPR to protect legitimate interests, you have the right to object to the processing of this data at any time for reasons arising from your particular situation in accordance with Art. 21 GDPR. We will then no longer process this personal data unless we can prove compelling legitimate reasons for the processing. These must outweigh your interests, rights and freedoms, or the processing must serve to assert, exercise or defend legal claims. To protect your rights, you can contact us using the contact details provided in section 1.

9. Necessity of Providing Personal Data

The provision of your personal data as part of application processes is voluntary. However, we can only make a decision to establish an employment relationship or establish an employment relationship with you if you provide the personal data that is required to process the application.

10. Automated Decision-Making

The decision on your application is not based exclusively on automated processing. This means that no automated decision is made in individual cases within the meaning of Art. 22 GDPR. We process personal data that we receive from you by post or email as part of the contact or your application, or that you send to us via [sources].

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