

Information requirements for applicants/ candidates

The following data protection guidelines provide an overview of the collection, processing and use of your employment data. Applicants are also regarded as employees for data protection purposes in accordance with § 26 of the German Federal Data Protection Act.

Below you will find information about how we process your personal data and your rights under data protection law.

Which data are explicitly processed by us and how this information is used depends largely on the specific application process.

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

The responsible office is:

EL-NET Consulting AG
Schumannstrasse 2
81679 Munich
E-mail: mail@elnet.group

You can contact our data protection officer, Mr. Hans-Peter Wolf by e-mail:
E-Mail: datenschutz@elnet.group

2. Which sources and data do we use?

We process the personal data that you submit to us as part of the application process.

Type of data

Relevant personal data include, in particular, your identification (name, address and other contact information, date and place of birth, nationality), credentials (e.g. passport data) and authentication data (e.g. signature sample), health data (e.g. information regarding handicap/disability), qualification papers (e.g. certificates, assessments, other proof of education) and photos.

3. Why do we process your data (purpose of processing) and what is the legal basis?

We process your personal data within the framework of the General Data Protection Regulation (EU-GDPR), the German Federal Data Protection Act (BDSG), sector-specific data protection standards and company agreements that can apply to the application process (Social Insurance Code, Telecommunications Act, Works Constitution Act, etc.).

3.1 For the fulfillment of contractual obligations

The processing of personal data (Art. 4 No. 2, EU-GDPR) is necessary to carry out the application process (taking into account Art. 88 EU-GDPR and § 26 BDSG). There is no contractual obligation.

3.2 In the context of a balancing of interests

If necessary, we also process your data to safeguard our legitimate interests or legitimate interests of third parties. This includes, for example, the following measures for:

- Building and plant safety (e.g. access control)
- Securing domiciliary rights
- Business management and development
- Asserting legal claims and for defense in legal disputes

Your personal data may only be processed to uncover criminal offenses if documented realistic evidence indicates that you have committed an offense; processing of the data is necessary to determine this, and your legitimate interest in excluding processing does not prevail, more specifically, its nature and extent are not disproportionate in relation to the purpose.

3.3 Based on your consent

Insofar as you authorize us to process your personal data for specific purposes (for example, for transferring application data to an affiliated company), the lawfulness of this processing is based on your consent. This consent can be withdrawn at any time. Please note that such a withdrawal only applies to the future. Any processing that occurred prior to a withdrawal of consent is not affected.

3.4 Due to legal requirements

As a company, we are subject to various legal obligations (such as tax laws). Measures for the fulfillment of monitoring and reporting obligations are included in the purposes of processing.

4. Who receives my data?

Within the company, your data is provided to the offices that need the information to process the application and to meet legal obligations. This may include contracted offices that process the data for these purposes on our behalf. A transfer of the data to recipients outside the company takes place only in compliance with the applicable data protection regulations. We only pass on information about you if this is legally required, if you have given your consent, or if we are authorized to provide information. Under these conditions, recipients of your personal data may include, for example, affiliated companies (for the purpose of processing the application for other offices).

Other data recipients may include offices for which you have given us your consent to transfer the data.

5. How long will my data be stored?

We process and store your personal data for the duration of the application process. After fulfilling the purpose and complexity (application process), your personal data will be erased after 3-6 months. If the stored data is no longer necessary for the application process and there are no other legally stipulated retention periods, or if you have not authorized us to store the data for a longer period (e.g. for other application processes), your data will be deleted without delay in accordance with data protection laws.

6. Are data transmitted to a third country or to an international organization?

Unless you have authorized us to do so, your data is not transferred to third countries (i.e. states outside the European Economic Area EEA). If necessary, we will inform you separately about further details to the extent this is required by law.

7. What data protection rights do I have?

Within the legal requirements, all persons affected have the right to information about the processing of their personal data along with the right of rectification, the right to erasure, the right to limit processing, the right to object to processing and the right to data portability. With regard to the right to information and the right to erasure, the restrictions under § 34 and § 35 of the German Federal Data Protection Act must be taken into account. In addition, the right to lodge a complaint with the data protection supervisory authority in accordance with Art. 77 of the GDPR together with § 19 BDSG.

8. Is there a requirement for me to provide data?

You only need to provide the personal information required within the scope of the application process. There is no requirement to provide this information to us. However, without this data, we will generally be unable to process your application.

9. To what extent is there automated decision-making in individual cases?

We do not use automated processing to reach a decision on the justification and completion of the application process. If we use these procedures in individual cases, we will inform you separately about further details to the extent this is required by law.

10. To what extent are my data used for profiling (scoring)?

Your data will not be used for profiling (scoring) in the justification and completion of the application process.

11. Applicant database

We use management software to collect the relevant personal data from applicants and candidates in order to carry out and/or support the application/project process.

If within the framework of data protection regulations the purposes for processing the information lapse, your data will be erased after 6 months. Only if you have authorized storage of your data beyond 6 months will it be kept by us until you actively withdraw your consent to data storage.

Information about your right to object

Case-specific right of objection

You have the right to object to the processing of your personal data at any time for reasons arising from your situation.

After you submit an objection, we will no longer process your personal data unless we are able to prove compelling reasons for the processing that override your interests, rights and freedoms, or if the processing is necessary for asserting, exercising or defending against legal claims.

The objection can be submitted formlessly and should be addressed to:

EL-NET Consulting AG
Schumannstrasse 2
81679 Munich