

Data protection information for applicants

Information about how your data is handled as an applicant

We thank you for your application and interest in our company. For the purpose of fulfilling data protection requirements, we explain below how your personal data is processed as part of your application.

1. Basic information

a) Who is responsible for processing your personal data?

Your data is processed by

Consist Software Solutions GmbH
Christianspries 4
24159 Kiel

Phone: +49 431 / 3993 - 500, fax: +49 431 / 3993 - 999
E-mail: office@consist.de
Managing Directors: Daniel Ries, Martin Lochte-Holtgreven, Jörg Hansen
Web: <https://www.consist.de/>

b) How can I get in touch with you?

Contact person: Ilze Wienbrandt
E-mail: datenschutz@consist.de

c) How can I get in touch with the company's data protection officer?

Contact details of our external data protection officer:

Name: Matthias Krohe
Address: HM-Consult IT-Management GmbH
Preetzer Chaussee 55, 24222 Schwentinental
Telephone number: +49 431-974496576
E-mail address: datenschutz@hm-consult.de

2. Why do we process personal data?

We process your personal data for the purpose of your application for employment with us if this is necessary in order for us to decide to offer you a position. We may also process your personal data for the purpose of defense against legal claims asserted against us arising from the application process. If you take up a position of employment with us, we may then further process the personal data that we have already collected from you for the purpose of this employment.

3. Active sourcing and direct approaches

For the purpose of recruiting personnel, we also use the Talentwunder platform to actively search for interesting profiles (known as active sourcing) on professional social networks, in forums or in other publicly accessible channels of the Internet. In the context of this active search for candidates, we only process the data that you have made publicly available in your profile (name data, profile data, contact data where applicable). The purpose of this measure is the targeted recruitment of qualified personnel.

The data processing is carried out on the basis of Art. 6 (f) in conjunction with Art. 9 (2e) GDPR. We have a legitimate interest in processing the data for the purpose of recruiting personnel.

The terms and conditions and data processing guidelines of the respective operators apply when accessing the respective networks and platforms.

The initial approach is usually made via the relevant communication channels of the professional social network, in particular via direct messaging. If the initial contact was successful and you would like to apply for a job vacancy, we offer you the possibility to submit your application documents by e-mail. If you apply for a specific job with us, the primary legal basis for data processing is Art. 6 (1b) GDPR in conjunction with Art. 88 (1) GDPR in conjunction with Section 26 of the Federal Data Protection Act (BDSG).

Alternatively, you can also stay in contact with us concerning your professional orientation, regardless of whether you submit a specific application. We ask you for your consent in advance for these possible further discussions.

If you do not respond to our request to apply for a job or to stay in contact with us, we will delete your personal data after 4 months at the latest.

If you have consented to the storage of your personal data beyond the specific application procedure, this will be stored for a period of two years – unless you revoke your consent beforehand.

4. What categories of personal data do we process?

We process data connected with your application. This may be general data about you (such as name, address and contact details), information on your professional and academic qualifications or further vocational training or other information that you have passed on to us in connection with your application.

If you voluntarily provide us with information beyond what is deemed essential information, we are permitted to process this under data protection law with your consent. If you have given us your consent to collect data about yourself, you can withdraw this consent at any time by any form (for example, by e-mailing us at bewerbung@consist.de). We may also process professional information that you have made publicly available, for example, on profiles on career-related social media networks as part of the active sourcing measures.

5. What categories of data recipients are there?

Your personal data collected during the application phase is only accessible to those departments responsible for preparing and completing the application process. This normally involves staff from the personnel department and specific departments in which a position is to be filled, the management, prospective line managers and the works council.

If third parties (processors) are called upon to carry out processing, the terms and conditions of the GDPR will be observed. Service providers that help us perform our services for you include:

- IT service providers
- Financial service providers

Otherwise, data is only transferred to recipients outside our company if permitted or required by law where such transfer is necessary in order to fulfill legal obligations.

6. How long is your data stored?

We save your personal data for as long as is necessary for us to make a decision on your application. If we decide not offer to you a position with us, your application documents will be erased six months after we inform you of this decision, unless it is necessary to save these for a longer period due to legal disputes.

If we would like to save your application documents for longer, we will request your express written permission to do so. With your consent, we will save your application documents for up to two years.

7. What rights do you have?

a) Disclosure of information

You have the right to obtain information about the personal data that we process about you. This includes information about the purpose of its use, the category of used data, its recipients and those authorized to access it, the planned duration of data storage and the criteria used to set this period.

b) Rectification, erasure or restriction of processing

You have the right to request our immediate rectification of your personal data. You may also request the erasure of your data during the application phase.

c) Right to object

You have the right to object to the processing of your data at any time. We will then no longer process your personal data, unless we can prove compelling data protection-related reasons for doing so that outweigh your interests, rights and freedoms or unless we need to process this data in order to assert, exercise or defend against legal claims.

d) Right to lodge a complaint

You have the right to lodge a complaint with a supervisory authority if you consider the processing of your personal data to be in breach of the GDPR.