

# **Information about the collection and processing of your personal data in connection with the application/recruitment process**

## **-Applicants-**

The following information will give you an overview of the collection and processing of your personal data in connection with the application/recruitment process. Which data we process from you and for what purpose this is done depends on the structure of the respective application/recruitment process.

### **Which of your personal data are we using?**

We process your personal data as far as it is necessary for the application/recruitment process.

This includes the following data categories:

- Identification data, including first and last name;
- Contact details, including home address, telephone/mobile/fax number, e-mail address;
- Gender, date of birth, nationality;
- CV, including education, work experience and references;
- Information on previous employers, including hiring date, job title, department and division, place of work, working hours (full/part-time), preferred working method and skills;
- Certificate of matriculation (if requested);
- Data related to your answers to screening questions (if completed);
- Personality tests / assignments carried out externally and notes taken in connection with them (if carried out)
- Information on the background check (if performed);
- Police clearance certificate (if requested)
- Certain health information (only if required by law);
- Notes made in connection with your interview;
- Valuation results

### **For what purposes do we process your data and on what legal basis?**

#### **a) Data processing for employment purposes (§ 26 Paragraph 1 BDSG)**

Personal data of employees may be processed for the purposes of employment if this is necessary for the decision to establish an employment relationship. In order to detect criminal offences, personal data of employees may only be processed if there are actual grounds for suspecting that the data subject has committed an offence in the employment relationship, that processing is necessary for detection and that the legitimate interest of the employee(s) in the exclusion of processing does not outweigh, in particular the nature and extent of the exclusion is not disproportionate to the cause.

The following processing activities are required to carry out the application/recruitment process:

Receipt and processing of applications by e-mail, pre-selection for the specialist departments, making contact for the purpose of arranging and conducting job interviews, making contact for the purpose of communicating acceptances/rejections.

**b) On the basis of a consent granted by you (Art. 6 para. 1 a GDPR, § 26 para. 2 BDSG)**

If you have given us your consent to the collection, processing or transfer of certain personal data, then this consent forms the legal basis for the processing of this data.

You can revoke your declaration of consent at any time. This also applies to the consents given to us before 25.5.2018. A declared revocation does not affect the legality of the processing up to the declaration of revocation.

**c) To fulfil legal obligations (Art.6 para.1 c GDPR) or in the public interest (Art.6 para.1 e GDPR)**

As a company we are subject to various legal obligations. The processing of personal data may be necessary to fulfil these obligations.

**d) On the basis of a legitimate interest (Art.6 Par.1 f GDPR)**

In certain cases we process your data to protect our legitimate interest.

Examples of data processing on the basis of a legitimate interest are:

- Measures for building and plant safety
- Video surveillance for the protection of domiciliary rights

**Who gets my data?**

Internal departments and external service providers have access to your personal data in order to carry out the application/recruitment process.

**(a) Internal bodies:**

- Human Resources Department
- Accounting
- Relevant potential superior (specialist department)

**b) External service providers:**

- IT services (computer centre)
- Consultancy and Consulting

Maintenance service provider of the personnel management system

If you have any further questions about the individual recipients, please contact us at: [karriere@nemetschek.com](mailto:karriere@nemetschek.com)

**Will my data be transferred to countries outside the European Union (so-called third countries)?**

A data transfer to a country outside the European Union (so-called third country) does not take place at all.

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Data is not transferred to a country outside the European Union (so-called third country)

**How long will my data be stored?**

We store your personal data as long as it is necessary to carry out the application/recruitment process and to fulfil legal obligations.

Should it no longer be necessary to store the data in order to carry out the application/recruitment process or to fulfil legal obligations, your data will be deleted, unless further processing is necessary for the following purposes:

- Fulfilment of commercial and tax retention obligations
- preservation of evidence within the framework of the statutory statute of limitations

**What rights do I have in connection with the processing of my data?**

Any data subject has the right of access under Article 15 GDPR, the right to correction under Article 16 GDPR, the right to cancellation under Article 17 GDPR, the right to limitation of processing under Article 18 GDPR, the right to opposition under Article 21 GDPR and the right to data transfer under Article 20 GDPR. The restrictions according to §§ 34 and 35 BDSG apply to the right to information and the right of cancellation.

In addition, there is a right of appeal to a competent data protection supervisory authority (Art. 77 GDPR in conjunction with § 19 BDSG).

**Do I have an obligation to provide my personal data?**

In order to enter into an application/recruitment process, you must provide us with the personal data required to carry out the application/recruitment process or which we are required to collect by law. If you do not provide us with this information, we will not be able to carry out the application/recruitment process.

**What right do I have in the case of data processing on the basis of a legitimate or public interest?**

Pursuant to Art. 21 para. 1 GDPR, you have the right to object at any time to the processing of personal data concerning you on the basis of Article 6 para. 1e (data processing in the public interest) or Article 6 para. 1 letter f (data processing to safeguard a legitimate interest) for reasons arising from your particular situation, this also applies to profiling based on this provision.

In the event of your objection, we will no longer process your personal data unless we can prove compelling grounds for processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

**Responsible is:**

Nemetschek SE  
Konrad-Zuse-Platz 1  
81829 Munich

represented by the Executive Board Patrik Heider, Viktor Várkonyi

**You can contact our data protection officer at:**

intersoft consulting services AG

Marsstraße 37

D-80335 Munich

Phone 089 599 467 - 25

Fax 040 790 235 - 170

Reachability by e-mail via:

[datenschutzbeauftragter@nemetschek.com](mailto:datenschutzbeauftragter@nemetschek.com)