



MATERNA
Information & Communications

Information about the collection and processing of
your personal data for the application procedure

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0. Introduction

A trusting working relationship is based on diligence and transparency. That's why we want you to know exactly how we process your personal data during the application procedure and how you can exercise your rights under the General Data Protection Regulation (GDPR) and the new German Data Protection Act (*Bundesdatenschutzgesetz*).

1. Who is responsible for processing your data?

The organisation responsible is:

Materna Information & Communications SE
Voßkuhle 37
44141 Dortmund

2. How can you contact the Data Protection Officer?

You can contact our Data Protection Officer at:

Materna Information & Communications SE
Data Protection Officer - personal/confidential
Voßkuhle 37
44141 Dortmund
Email: datenschutz@materna.de

3. For what purposes and on what legal basis do we process your data?

We process your personal data for the purpose of considering your application for employment or other contractual relationship, insofar as this is necessary to reach a decision on establishing an employment or other contractual relationship with us. The legal basis for this is Section 26 (1) of the General Data Protection Act.

Furthermore, your personal data is processed on the basis of legitimate interest, e.g., to defend legal claims asserted against us from the application process, as a duty of proof in proceedings under the General Equality Act (AGG) and to safeguard IT security. The legal basis for this is Art. 6 para. 1 (f) of the GDPR.

Should we wish to store your personal data for the purpose of considering you for future openings, we will obtain your consent pursuant to Art. 6 Para. 1 (a) of the GDPR.

If an employment or contractual relationship is established between yourself and the company, we have the right to process the personal data already received from you for the purposes of the employment or contractual relationship in accordance with Section 26 (1) of the German Data Protection Act to the extent that this is necessary for the performance or termination of the employment or contractual relationship, or for the exercise or fulfilment of the rights and obligations resulting from law or collective agreements, a company agreement or a service agreement (collective agreement) to be performed by employee representatives.

4. Who will your data be passed on to?

We may transfer your personal data to companies affiliated with us, insofar as this is permissible within the scope of the purposes and legal basis set out in section 3. In addition, we will forward your application documents to subsidiaries of Materna Information & Communications SE as part of the applicant management process. Should you not wish us to forward your application documents to Materna subsidiaries, you are entitled to object to this.

If required, your documents will be forwarded to the following Materna subsidiaries:

cbs Corporate Business Solutions Unternehmensberatung GmbH

Im Breitspiel 19
69126 Heidelberg

<https://www.cbs-consulting.com/>

agineo GmbH

Pascalstraße 25
52076 Aachen

<https://www.agineo.de/>

INFORA-Gesellschaft für Information, Organisation und Automation mbH

Konrad-Adenauer-Straße 13
50996 Köln

<https://www.infora.de/>

Materna TMT GmbH

Voßkuhle 37c
44141 Dortmund

<https://www.materna-tmt.de/>

Materna IPS GmbH

Voßkuhle 37
44141 Dortmund

<https://www.materna-ips.com/>

Furthermore, personal data is processed on our behalf within the scope of contracts in accordance with Art. 28 of the GDPR, in particular by host providers or providers of applicant management systems.

If you provide us with your documents as part of a freelance assignment, your data may be shared with potential clients and partners in the form of project-related CVs, as this may be required in individual cases for the purpose of initiating a contract.

5. Will your data be transferred to countries outside the European Union (so-called third countries)?

Your personal data will not be disclosed to countries outside the European Union. In the interest of protecting your personal data, we will remain the point of contact for the assertion of your rights, including with respect to recipients in third countries.

6. How long will your data be stored for?

We will store your personal data only for as long as is necessary to make a decision about your application. In the event that no employment relationship is established between yourself and the company, we may continue to store data for the duration necessary to defend against any possible legal claims. In this case, the application documents will be deleted six months after notification of our rejection of your application, unless extended storage is required due to legal disputes. If we are retaining your data because you consented to it, it will be held until you revoke your consent.

7. What are your rights with regard to the processing of your data?

You have the right to information, the correction, deletion and restriction of its processing. The right to information and the right to deletion are subject to the restrictions stipulated under Sections 34 and 35 of the German Data Protection Act. Additionally, you have the right to file a complaint with the respective data protection supervisory authority.

Where the processing is based on a legitimate interest, you are entitled to object to this on grounds relating to your particular situation. In the event of your objection, we will no longer process your personal data unless we are able to demonstrate compelling legitimate grounds which override your interests, rights and freedoms, or such processing serves the purpose of asserting, exercising or defending legal claims.

Insofar as any processing is based on your consent, you have the right to revoke this consent with future effect.

If you wish to review, correct, block, or delete stored personal information about you, please contact us or our Data Protection Officer.

8. Are you under obligation to provide your personal data?

The provision of personal data is neither legally nor contractually required, nor are you obliged to provide personal data. However, only with access to your personal data can we consider your suitability for a post within our company. This means that if you do not provide us with personal data when applying for a position, we cannot enter into an employment agreement with you.

9. Changes to this information

If there is a significant change in the purpose or manner in which we process your personal data, we will promptly update this information and notify you of the changes in a timely manner.

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