

Data Protection Information (Applicants)

Below we want to provide you a detailed overview of what kind of data we collect about you and what we do with it when you apply to us. We also inform you about your privacy rights and point out to whom you can contact with questions about the protection of your data.

Responsible authority for data processing:

Kito Europe GmbH
Heerdter Lohweg 93
40549 Düsseldorf
Tel. +49 211 528 009 - 0
E-Mail: info@kito.net
CEO: Martin Rothe

We want to protect and uphold your privacy rights, so you can contact our data protection officer for questions about this privacy policy, the processing of your data, your rights, or other concerns in the area of data protection.

Contact Data of our Data Protection Officer:

If you have any questions concerning this data protection information, processing of your personal data, your data protection rights or other themes of data protection, please feel free to contact our data protection officer.

Rechtsanwaltskanzlei Klug
Inrather Str. 367
47803 Krefeld
E-Mail: info@rechtsanwaltskanzlei-klug.de

Part 1: Your application

The following chapter will inform you about the processed personal data of your application, the purpose, the legal basis and the terms of erasure.

Regarding to Art. 4 (1) GDPR the 'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. In short, personal data are all kind of data, which will identify you or make you identifiable and will allow conclusions about personal or objective information about you.

Regarding to Art. 4 (2) GDPR means: "processing" any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

1. Data, Purposes and Legal Basis

I. The beginning of an employment relationship

We process the data, delivered with your application. These are regular data, we are obliged to ask for (data, which have to be communicated obligatorily) and such, which have been given voluntary (voluntary given data). Voluntary given data are all data, which you forward to us, without our requirement.

1) Data, which have to be send obligatorily

- Salutation
- Title (PHD)
- First and Family Name
- Contact Data (i. e. Street, Postal Code, City, Phone Number Mobile Number E-Mail Address)
- Details about graduated education
- Professional and personal qualification, incl. job experience and further education
- Desire of Development
- Skills
- Former Employers, incl. duration of employment and position in the company
- Language of Correspondence
- Favored Date of Beginning
- Favored Job Time: Part Time or Full Time

Purpose and legal basis

We use your application data for processing the application procedure (incl. ensuring and defense of our legal position). The legal basis of data processing results from Section 26 paragraph 1 sentence 1 BDSG (Federal Data Protection Act).

2) Data that we collect from third parties about you

If you include links to profiles in social networks in your application, it is possible that we will consider them in the selection process; we use the following data:

- Parts of the profile
- Previous employer / CV

Purpose and legal basis

We use your applicant data for the purpose of processing the application process (including safeguarding and defending our legal position). The legal basis of this data processing results from Section 26 paragraph 1 sentence 1 BDSG.

3) Voluntarily provided data

Which data you voluntarily provide to us in cover letter, CV or other documents is up to you. Often the following information is provided:

- Marital status
- Gender
- Number of Children
- Your picture
- Recommendation (name and contact details of the referrer)
- Date of birth
- Religion

Purpose and legal basis

Since we are not allowed to change your documents sent to us, due to legal regulations, we process the documents sent to us unchanged (Article 6 (1) (c) GDPR).

II. Data that we process for travel expenses

When we reimburse your travel expenses, we process the following data:

- Account number
- Mileage of the car and incurred travel costs
- Documents (taxi, tank receipts, train tickets or similar)

Purpose and legal basis

We process your data for the billing of travel expenses incurred by you, in and out of the interview. This is done on the basis of Article 6 (1) (b) (c) GDPR.

III. Obtaining references

If you inform us of your previous employers, it is possible that we will address them and ask for their recommendation or assessment of your person, if you have given us your consent to do so (Article 6 (1) (a) of the GDPR).

IV. Candidate pool

It may happen that, despite your interesting profile, we cannot offer you a suitable job. In order to be able to come back to you in the event of a suitable future position, we will save your application, including all data and documents submitted, for a period of 12 months in our candidate pool, provided you give us your consent (Art 6 (1) (a) GDPR).

V. Other data

In addition we store, electronic and written communications between you and the company you are applying at. Furthermore, we also save comments that are written to you in the course of the application process. We also use an interview guide and keep track of your answers in the personal file in case of later recruitment.

Purpose and legal basis

- We process this information for the purpose of processing the application process (including safeguarding and defending our legal position). The legal basis of this data processing results from Section 26 paragraph 1 sentence 1 BDSG.
- In addition, we evaluate what we can improve in the course of the job interview. This is done on the legal basis of our legitimate interest in optimizing our processes (Art 6 (1) (c) GDPR).

VI. Recruiter

For the acquisition of specialized and management personnel, we may be commissioned by recruitment agencies. It depends on the individual case, which of the above-mentioned data we collect directly from you, or which of them will be collected by the recruiter and forwarded to us. We are currently collecting full first and last name, date of birth and social security number.

VII. Disclosure to affiliates

There is no transfer of personal data to affiliated companies.

2. Deletion periods (or storage duration)

If we accept your application, we will inform you as part of our employee information about the deletion periods.

- In the case of rejection of your application, your personal data will be regularly stored for a maximum period of 6 months.

- If you have consented to be included in the candidate pool of our company in order to also consider the data you provide when filling other vacancies, your data will be regularly stored for 12 months in the candidate pool and then deleted.

In the event that your personal data is required to assert, defend and exercise legal claims, your data will be deleted at the earliest on completion of the process.

Part 2: Which organizations get your data?

The following table gives you a complete overview of when data is passed on to data recipients. You can find an indication of the specific data in the corresponding chapters of this declaration.

In order to be able to carry out the application process, we use selected assistants and service providers (processors according to Article 28 GDPR) who can obtain, in the required scope, access to your data. Contract processors are subject to numerous contractual obligations and may in particular process your personal data only on the instructions of Kito Europe GmbH and exclusively for the fulfillment of the orders received from us. In addition, there are bodies that receive some of your information from us, as we are legally required to do so.

Data receiver	application	aptitude diagnostics	Explanation
Employment Agency	x		Pursuant to Section 164 (1) Sentence 4 SGB IX (Code of Social Law IX), the employer must submit applications that were forwarded by severely handicapped persons, immediately after they have been received by the company, to the Representative for the Disabled Persons and the Federal Employment Agency.
Educational Institution	x		If you complete an on-the-job training and this is agreed in your apprenticeship contract, we will forward your data to educational institutions for the purpose of completing your training.
IHK (Industry Chamber of Commerce)	x		Provided you complete an on-the-job training and this is agreed in your apprenticeship contract, we will forward your data to the IHK for the purpose of carrying out your apprenticeship.

Data receiver	application	aptitude diagnostics	Explanation
IT service provider	x	x	As part of the operation of our IT infrastructure and our website, the relevant service providers (processors) can gain access to your data. We oblige our service providers to always limit the processing of your data to what is necessary to carry out the purpose.
Recruiters	x		If we employ recruiters to recruit staff, they will only receive information as to whether or not there will be a recruitment.
Affiliates	x	x	The transfer of your personal data to companies affiliated with us, takes only place if you agree to these terms (Article 6 (1) (a) GDPR) in order to establish a employment relationship with an affiliated company.

Part 3: Your rights

You have the right to data portability as well as to information, correction, deletion or re-striction of the processing of your personal data.

You also have the right to object to the processing of your personal data for reasons that arise from your particular situation.

Revocation of consent

If the collection or processing of your personal data is based on your consent, you can revoke this consent at any time with effect for the future. The legality of the processing up to the rev-ocation remains unaffected in case of revocation.

For example, to exercise your rights described above, you can contact:

Ms. Stephanie Mörters, Human Resources, E-Mail: hr@kito.net

Right of appeal to the supervisory authority

You have a right of appeal to a data protection supervisory authority (Art. 77 GDPR).