

Privacy Notice

for Applicants

Privacy Notice for Applicants

The imc group is very serious about the protection of your personal data and processes it exclusively in accordance with the applicable legal provisions.

In order to fulfil our information obligations in accordance with Art. 13 and 14 GDPR, we are pleased to provide you the following privacy notice:

I. Who is responsible for processing your personal data (controller)?

Responsible in the sense of the GDPR and other privacy regulations is the company of the imc group to which you have applied to. This is regularly one of the following companies:

imc information multimedia
communication AG
Scheer Tower | Uni-Campus Nord
D-66123 Saarbrücken
E-Mail: info@im-c.com
Phone: +49 681 9476 0

imc information multimedia
communication GmbH
St. Peter Hauptstraße 27
8042 Graz
E-Mail: info@im-c.com
Phone: +43 316 253 665 0

imc information multimedia
communication AG
Industriestrasse 50b
8304 Wallisellen
E-Mail: info@im-c.com
Phone: +41 43 299 99 00

IMC (UK) LEARNING LTD
GG.230
30 Great Guildford St
London SE1 0HS
E-Mail: info@im-c.com
Phone: +44 208 065 5215

imc information multimedia
communication B.V.
Lage Biezenweg 5c
4131LV Vianen
E-Mail: info@im-c.com

IMC Information Multimedia
Communication SRL
Str. Nicolaus Olahus, Nr. 5
Corp A, Etaj 15
550370 Sibiu
E-Mail: info@im-c.com
Phone: +40 269 225 060

II. How can I reach your data protection officer?

imc information multimedia communication AG (Germany) has appointed a data protection officer, who you can reach as follows:

imc information multimedia communication AG
- Data protection officer -
Scheer Tower | Uni-Campus Nord
D-66123 Saarbrücken
E-Mail: datenschutz@im-c.com

All other companies in the imc group are not obliged to appoint a data protection officer pursuant to Art. 37 GDPR. Please address your concerns regarding data protection to the respective contact address or to the central data protection e-mail (datenschutz@im-c.com).

III. For which purposes are my personal data processed and on what legal basis is this done?

- Processing for the performance of a contract or to take steps prior to the conclusion of a contract in accordance with Art. 6 Para. 1 S. 1 lit. b GDPR / Processing for the decision on the establishment of an employment relationship according to § 26 para. 1 BDSG (Special legal basis Germany)

We process the personal data that you have provided us with in context with your application in order to check your suitability for the position for which you have applied (or possibly other open positions in our companies) and to carry out the application process.

- Processing on the basis of your consent in accordance with Art. 6 Para. 1 S. 1 lit. a GDPR

If no other legal basis justifies the processing of your personal data, it will be carried out exclusively on the basis of your consent. For example, we will regularly ask for your consent to process your personal data if we consider your profile as interesting but cannot offer you a suitable vacancy at present. In this case, we will stay in contact with you and will take you into consideration when filling future vacancies, provided you have given your consent. You can of course revoke your consent to the processing of your personal data at any time with effect for the future. To do so, simply send an e-mail to datenschutz@im-c.com or send a message to your contact person.

- Processing to fulfil a legal obligation in accordance with Art. 6 Para. 1 S. 1 lit. c GDPR

Furthermore, we may process your personal data to fulfil legal obligations which we have to comply with. For example, it may be necessary to process your personal data in order to fulfil existing retention obligations, if we have reimbursed you for expenses incurred during the application process.

- Processing to safeguard legitimate interests in accordance with Art. 6 Para. 1 S. 1 lit. f GDPR

Should your personal data be needed for legal prosecution after completion of the application process, your personal data may be processed to protect our legitimate interests. In this case, our legitimate interest consists in the assertion or defence of claims.

IV. From which sources does the personal data processed by us come?

In general, within the framework of our application processes we only process personal data that applicants themselves or third parties commissioned by them have transmitted to us. In some cases, we also process personal data from publicly accessible sources (e.g. from professional networks), provided this is legally permissible.

V. Will my personal data be transmitted to third parties?

Our application management is carried out by the central human resources department, which belongs to the mother company imc information multimedia communication AG (Germany), for all subsidiaries of the imc group as a shared service.

We use a specialized software provider for our application process. This provider acts as a service provider for us and may also obtain knowledge of your personal data in context with the operation or maintenance and servicing of the system. We have concluded a so called data processing agreement with this provider, which ensures that the data processing is carried out in a lawful manner. The service provider stores your personal data exclusively in computer centres within the Federal Republic of Germany.

Your data will be screened by the human resources department after receipt of your application. Suitable applications will then be forwarded internally to the department responsible for the respective vacancy. The further procedure is then determined afterwards. Within our company, only those persons who need to have access to your data in order to ensure that our application process runs properly are granted access. Depending on the vacancy the department manager for the open position may be an employee of another company of the imc group. Since our group of companies also includes companies based in third countries (e.g. Australia), it may be necessary to transfer your personal data to such a third country. In these cases, we will ensure that the special requirements for data transfers to third countries in accordance with Art. 44 ff. GDPR are fulfilled. We will gladly provide you with further information on this upon request.

VI. How long will my personal data be stored?

Your personal data will be deleted after 6 months in case of a negative reply to your application.

In case you have agreed to a further storage of your personal data, we will transfer your data to our pool of applicants. There the data will be deleted after two years.

If you have won the job, the data will be transferred from the application management system to our personnel administration.

If data concerning your person is subject to a statutory obligation to retain it, we will store it within the specified periods.

VII. What rights do I have as a data subject?

You have the right to request information about the personal data we process about you.

In the case of a request for information that is not made in writing, we ask for your understanding that we may then require you to provide evidence that proves that you are the person you claim to be.

You also have the right to demand correction or deletion or to restrict processing of your personal data to the extent that you are legally entitled to do so.

Furthermore, you have the right to object to the processing within the legal framework. You also have a right to data portability within the framework of the data protection regulations.

In particular, you have a right to object to the processing of your data in accordance with Art. 21 Para. 1 and 2 GDPR, provided that the relevant requirements are met.

Last but not least, you have the right to complain about the processing of your personal data by us to a supervisory authority for data protection.

VIII. Am I obliged to provide my personal data?

The provision of your personal data within the application process is always voluntary. However, if you do not provide us with your personal data, we will not be able to consider you in the application process.

VIII. Does automated decision-making take place?

We do not use any processing based on automated decision-making, including profiling within the meaning of Art. 22 GDPR.

IX. Changes to this privacy notice

We regularly update this privacy notice if circumstances arise that make this necessary.

Last update: Tuesday, September 1, 2020