

Privacy Information for Applicants (m/f/d) in accordance with Articles 13 and 14 GDPR

Thank you for your interest in our company! At dab: Daten – Analysen & Beratung GmbH, the protection of your privacy is very important to us. We take this matter seriously and want to inform you about what data we collect, when we collect it, and for what purpose it is used.

1. Controller (for Data Processing):

dab: Daten – Analysen & Beratung GmbH
Hans-Obser-Str. 12
94469 Deggendorf, Germany
Phone: +49 (0)991 991 385-0
Email: info@dab-gmbh.de

2. Data Protection Officer

We have appointed a Data Protection Officer pursuant to Art. 37 et seq. GDPR:

Ramona Höfler
aigner business solutions GmbH
Goldener Steig 42
94116 Hutthurm, Germany
Email: datenschutz@dab-gmbh.de

3. Scope

This privacy notice explains the type, scope, and purpose of the collection and processing of personal data in connection with the application process in accordance with Articles 13 and 14 GDPR.

4. Personal Data

Personal data refers to information relating to an identified or identifiable natural person. We usually collect this information directly from you during the application process — through the documents you provide as well as through telephone calls, online or in-person interviews.

We process the following types of data to ensure the best possible fit for open positions:

- Personal details: first name, last name, date and place of birth, nationality, photo (if provided), other details from your CV and cover letter (e.g. legal guardians if applicable).
- Contact details: address, telephone number, mobile number, email address.
- Qualification data: diplomas, certificates, references, testimonials, possibly a copy of a criminal record.
- Additional information: any data you provide in free-text fields of the application form.
- Special categories of personal data (Art. 9 GDPR): information on religious affiliation, trade union membership, health data, or disability status.

The processing of these special categories of data serves solely to evaluate your application for the open position. dab: Daten – Analysen & Beratung GmbH does not include this information in its decision-making process unless legally required. We only process such special categories of personal data where this is mandated by law.

If you do not wish this data to be processed, you may submit new application documents without such information — this will not affect your application in any way.

5. Obligation to Provide Data

You are not legally or contractually required to provide your personal data. However, without your information, we cannot consider you for an open position.

There is no obligation to consent to extended data storage. Without this consent, however, we cannot consider your data beyond the current application process.

6. Purpose and Legal Basis of Data Processing

Your personal data is processed solely for the purpose of filling a vacant position within our company.

6.1 Online Application

We primarily use our online application form, available at <https://jobs.dab-europe.com/de?id=38705b>.

Through this form, you can apply directly for an advertised position or submit an unsolicited application.

Access to this form is restricted exclusively to dab: Daten – Analysen & Beratung GmbH. To provide and maintain the application platform, we work with HRworks GmbH as a processor under Article 28 GDPR. HRworks supports us by providing the technical infrastructure and maintenance.

6.2 Application for a Specific Position

If you apply for an advertised position, your data will be used exclusively for that process and processed under Art. 6(1)(b) GDPR.

If your application is unsuccessful, your data will be deleted four months after the end of the process.

6.3 Unsolicited Application

If you send us a general application not related to a specific job posting, we will review and process it internally in the same way as other applications, based on Article 6(1)(b) GDPR.

In this case, we may store your data for up to six months.

6.4 Talent Pool

Whether you applied for a specific position or sent a general application, you may consent to be added to our talent pool. This allows us to consider your profile for future job openings.

The legal basis for this processing is your consent pursuant to Article 6(1)(a) GDPR.

Your data will be stored for a maximum of one year for this purpose.

6.5 Matching with Other Positions

Based on our legitimate interest under Art. 6(1)(f) GDPR, we may review your application for similar roles, provided your rights do not override our interest.

7. Data Disclosure

Your data may be disclosed where required by law (Art. 6(1)(c) GDPR), for example to public authorities or law enforcement agencies, or where necessary to protect our legitimate interests (Art. 6(1)(f) GDPR), e.g. to lawyers or tax advisors.

Apart from that, we generally do not receive or share your information with third parties. If a disclosure to another recipient should become necessary, you will be informed in advance.

8. Deletion of Your Personal Data

If your application is unsuccessful, your data will be deleted four months after completion of the process.

If you are hired, your documents will be transferred to your personnel file and stored for the duration of your employment.

9. Data Transfers to Third Countries

Personal data is generally not transferred to countries outside the EU/EEA. Should such a transfer occur, it will be based on an adequacy decision, your consent, binding corporate rules (BCR), or EU standard contractual clauses.

10. Your Rights as a Data Subject

10.1 Right of Access

Under Article 15 GDPR, you have the right to obtain information on whether your personal data is being processed. We will provide details on the processing purposes, the categories of personal data concerned, recipients or categories of recipients, and a copy of the stored data.

10.2 Right to Rectification, Erasure, and Restriction of Processing

Under Article 16 GDPR, you have the right to request the rectification of inaccurate or incomplete data.

Under Article 17 GDPR, you have the right to request deletion of your personal data, provided no legal obligation prevents it.

Under Article 18 GDPR, you may request restriction of processing where:

- you contest the accuracy of the data,
- processing is unlawful and you oppose deletion,
- the data are no longer needed but required for legal claims, or
- you object to processing pursuant to Article 21 GDPR.

10.3 Right to Revoke Consent

You may withdraw your consent at any time with effect for the future. This does not affect the lawfulness of processing based on consent before withdrawal.

However, withdrawal may prevent us from continuing to process your application.

10.4 Right to Object

You may object at any time to processing of your data based on Article 6(1)(e) or (f) GDPR. We will cease processing unless compelling legitimate grounds override your interests, rights, and freedoms.

10.5 Right to Complain

You have the right to lodge a complaint with the competent supervisory authority if you believe your data are being processed unlawfully.

The competent authority for dab: Daten – Analysen & Beratung GmbH is the Bavarian State Office for Data Protection Supervision (BayLDA).

11. Status of this Privacy Notice

Ongoing developments may require updates to this privacy notice. We reserve the right to make changes at any time.