



# Information on data protection

Thank you for your interest in working for our company. In the following, we inform you about which personal data we process during your application process and what rights you have.

We ask you to read the following remarks carefully. For the terms used, we also refer to the definitions in Art. 4 of the General Data Protection Regulation (GDPR).

Personal data is any information relating to an identified or identifiable natural person. This includes, for example, your name, your address and communication data or your e-mail address.

Processing means any process carried out with or without the help of automated processes or any such series of processes in connection with personal data such as collecting, recording, organizing, arranging, storing, adapting or changing, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, deletion or destruction.

Data subject is any identified or identifiable natural person whose personal data are processed by the responsible person.

Responsible person means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

## 1. Who is responsible for data processing?

Responsible for the processing of your data is the company of the AFRY Group, to which you apply with the help of the applicant management system. This can be seen in the job advertisement in the applicant management system.

AFRY Austria GmbH, Kranichberggasse 4, 1120 Vienna, Tel. +43 1 536 05-0, E-Mail: [energy.at@afry.com](mailto:energy.at@afry.com)

AFRY Management Consulting Austria GmbH, Kranichberggasse 2, 1120 Vienna, Tel. + 43 1 6411800, E-Mail: [mc.at@afry.com](mailto:mc.at@afry.com)

If you have any questions about data protection, you can contact us by e-mail at [datenschutz.at@afry.com](mailto:datenschutz.at@afry.com) or via our postal address.

## 2. Which data we process

As part of the application process, we process in particular the following data categories of personal data:

- Master data (e.g. name, e-mail address, place of residence, telephone number)
- Professional experience (e.g. job title, company, location, period)
- Training data (e.g. educational institution, major, degree, location, period)
- Organizational data for internal applications (e.g. personnel number, department)

Based on the

- Documents that you provide to us (e.g. Curriculum Vitae, certificates, job references, cover letters)
- Addresses of publicly accessible presences on the Internet (e.g. LinkedIn, Facebook, Twitter)

Your personal data will be collected directly from you as part of the application process. You can apply by entering your data in the masks provided. You also have the option of uploading your data to our applicant management system via linking to a social network (LinkedIn, Indeed, SmartR) or CV parsing (transfer of specific CV data).

We have marked mandatory fields accordingly in the applicant masks.

In individual cases, the processed personal data may also include special categories of personal data in accordance with Article 9 (1) GDPR, provided that you provide them to us in the context of your application or if these result from the application documents (e.g. reference to ethnic origin, religion or health in the case of photos). If you want to exclude the processing of such special categories of data by us from the outset, we recommend that you do not transmit such information and remove it from your documents or make it unrecognizable.

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

We process your personal data to carry out the application process and for the decision to establish an employment relationship, in particular for the selection process

of suitable candidates and the administrative implementation of the application process.

The legal basis for the processing of your personal data in the application process is 6 para. 1 lit.b) GDPR.

If the application leads to an employment relationship with us, we process the data already received from you for the purpose of carrying out an employment relationship, insofar as this data is required for this purpose. In this case, your personal data will be transferred, if necessary, to the personnel file and to our personnel management systems. The legal basis for this is Article 6 (1) (.b) GDPR.

If you yourself have transmitted special categories of personal data, the processing is carried out on the basis of Art. 9 para. 2 lit. a) GDPR.

In individual cases, we process your data in order to safeguard our legitimate interests. A legitimate interest exists if your data is used to assert, exercise or defend legal claims in the context of the application process (e.g. claims under the Equal Treatment Act GIBG). In these cases, data processing takes place on the basis of Art. 6 para. 1 lit. f) GDPR.

## 4. Who gets my data?

In principle, only persons who need it for the proper running of the application process have access to your data.

Your application documents can be submitted by the HR department of AFRY Austria GmbH and AFRY Management Consulting Austria GmbH as well as the superiors involved in the selection process.

Depending on which company you are applying to, your application documents can be viewed by the HR department of AFRY Austria GmbH or AFRY Management Consulting Austria GmbH and the superiors involved in the selection process.

Other companies of the AFRY Group are generally responsible for their own. If the persons involved in the application process belong to another company of the AFRY Group due to the matrix structure of our company, your data may be transmitted to the respective persons in individual cases.

For the applicant management system, we use the software solution SmartRecruit from SmartRecruiters Inc.,

225 Bush Street, Suite #300, San Francisco CA 94104, USA. This software solution is provided to us by AFRY AB, Frösundaleden 2A, 169 75 Solna, Sweden, as part of data protection order processing in accordance with Art. 28 GDPR.

As part of the operation and maintenance of the applicant management system, access to your personal data cannot be excluded. We have therefore taken appropriate technical, legal and organizational measures to ensure the protection of your personal data in accordance with the relevant legal regulations.

#### **5. Will my data be transferred to a third country?**

The data center for the applicant management system we use is located in the European Union.

As a rule, we do not transfer your data to a third country or to an international organization. If, in individual cases, we should transfer data to a group company outside the European Union or the European Economic Area, this will only take place if the third country has been certified by the EU Commission to have an adequate level of data protection or if other appropriate data protection guarantees (e.g. EU standard contractual clauses) exist.

#### **6. When will my data be deleted?**

If your application does not lead to an employment relationship, we will delete your personal data 7 months after the end of the application process (e.g. the announcement of the rejection decision).

We keep your personal data for twelve months if you have given us your consent in accordance with Art. 6 para. 1 lit. a) GDPR for the longer-term storage of your data in order to be able to take you into account for new job offers. In this case, we will ask you for a separate consent in accordance with Art. 6 para. 1 lit. a) GDPR.

If your application was successful and leads to an employment relationship with us, we will include your personal data in our personnel administration system and in your personnel file as far as necessary on the basis of Art. 6 para. 1 lit. b) GDPR for the implementation of the employment relationship. In this case, your application documents will only be deleted when your employment relationship has ended again.

If you would like to withdraw your application before we

have made a decision on an acceptance or rejection, please contact us by e-mail [datenschutz.at@afry.com](mailto:datenschutz.at@afry.com)

#### **7. Is there automated decision-making?**

We do not use automated decision-making.

#### **8. Do I have to provide my personal data?**

There is no legal or contractual obligation to provide your data. However, we will not be able to process your application without providing the information marked as mandatory in the application form

#### **9. What rights do I have?**

If we process your personal data, you are affected within the meaning of the General Data Protection Regulation (GDPR) and have the following rights towards us:

**Right to information** (Art. 15 GDPR): You have the right to information about the personal data processed about you. This right also includes a copy of the relevant data.

**Right to rectification** (Art. 16 GDPR). You have the right to request an immediate correction of personal data concerning you, if they are incorrect. Taking into account the purposes of the processing, you have the right to request the completion of your personal data if it is incomplete.

**Right to erasure** (Art. 17 GDPR). You have the right to request that the personal data concerning you be deleted immediately, provided that one of the data in Art. 17 para. 1 GDPR

**Right to restriction of processing** (Art. 18 GDPR). You have the right to request that the processing of your personal data be restricted if one of the reasons given there applies.

**Right to data portability** (Art. 20 GDPR). You have the right to receive the personal data concerning you that you have provided to us in a structured, commonly used and machine-readable format and, under certain circumstances, you have the right to transfer such data to another controller without hindrance.

**Right of objection** (Art. 21 GDPR). You have the right to object to the processing of your data at any time for reasons arising from your particular situation, insofar as the data processing is based on a balancing of interests pursuant to Art. 6 para. 1 bed f) GDPR. This also applies

to profiling based on this provision within the meaning of Art. 4 No. 4 GDPR. If you file an objection, we will no longer process your personal data unless there are demonstrably compelling reasons worthy of protection which prevail, or the processing serves the purpose of asserting, exercising or defending legal claims.

**Revocation of consent** (Art. 7 Abs. 3 GDPR). In accordance with art. 7 Para. 3 GDPR, you have the right to revoke your consent to the processing of personal data at any time.

**Right of Appeal** (Art. 77 GDPR). You have the right to complain to a data protection supervisory authority (Art. 77 GDPR) if you believe that the processing of your personal data is not lawful. The supervisory authority responsible for our location is **the Austrian Data Protection Authority**, Barichgasse 40-42, 1030 Vienna, Phone: +43 1 52 152-0, E-Mail: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)

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