



Data Privacy Fact Sheet for Applicants

In this privacy summary, we provide you with a brief overview of how your data is used in a simple form. Detailed information can be found in our company privacy policy:




<https://www.flocert.net/terms-of-use-and-privacy-policy/>

	<p>We process your data for the purpose of handling your application and making a decision about your employment in our company.</p>
	<p>We process the following data (data categories) about you:</p> <ul style="list-style-type: none"> • Name, first name, address, email address, phone number • Date of birth, nationality, disability status • Your application and resume • Certificates and diplomas • Professional and language skills • Start date, notice period, and salary expectation • Other information that you voluntarily provide to us
	<p>Only those FLOCERT employees, who are involved in the application process have access to your data and are bound to maintain confidentiality.</p> <p>To process your application, we use the program "rexx Suite." Therefore, your data is automatically forwarded to the provider of this program, rexx Systems GmbH (Süderstraße 75-79, 20097 Hamburg). The company acts as a software service provider for our HR processes and we have the respective service provider contract, that ensures us a secure processing of data.</p>
	<p>Your data is not collected or analysed to create personality, behaviour, movement profiles, or similar, i.e., no profiling takes place.</p>
	<p>Your data will be stored with us for the duration of the selection process. If your application is rejected, the data will be deleted after 6 months. Would you like to subsequently withdraw your consent, please send your request to us via email.</p>

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	<p>The legal bases for the data processing are:</p> <ul style="list-style-type: none"> • § 26 para. 1 BDSG (because processing is necessary for the decision regarding your employment) • Art. 6 para. 1 lit. b GDPR (because processing is necessary to carry out pre-contractual measures with you) • If applicable, Art. 6 para. 1 lit. a GDPR (if you provide your consent)
	<p>The controller according to the GDPR is:</p> <p>FLOCERT GmbH Bonner Talweg 177 53129 Bonn email flocert@flocert.net Phone 0228-2493-0 Fax 0228-2493-120</p> <p>The Data Protection Officer can be reached at:</p> <p>dhpg IT-Services GmbH Bunsenstr. 10a 51647 Gummersbach email datenschutz@dhpg.de Phone 02261-8195-0</p>
	<p>You have the right to:</p> <ul style="list-style-type: none"> • Obtain information about the data we have stored about you, • Withdraw any consent you have given (if applicable) or object to the processing of your data, • Have inaccurate data about you corrected, • Have data about you that is no longer necessary deleted, • Have the processing of your data restricted under certain conditions, and • Receive your data in a machine-readable format (data portability). <p>If you wish to exercise any of your rights, please contact the data controller or the Data Protection Officer (see above).</p> <p>If you believe that the processing of your data violates data protection laws or that your data protection rights have been infringed in any way, you may lodge a complaint with the supervisory authority. In North Rhine-Westphalia:</p> <p>Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen Postfach 20 04 44 40102 Düsseldorf https://www.ldi.nrw.de/</p>