



Privacy Notice

for Applicants

Privacy Notice for Applicants

The Scheer 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:

1 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:

Im Rahmen unserer Zusammenarbeit können Ihre Daten innerhalb der Unternehmensgruppe As

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

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8042 Graz
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Tel. +43 316 253 665 0

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

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Parallelweg 30
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Str. Nicolaus Olahus, Nr. 5 Corp
A, Etaj 15 550370 Sibiu
E-Mail: info@im-c.com
Tel. +40 269 225 060

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communication Pte. Ltd.
60 Paya Lebar Road #10-13,
Paya Lebar Square
409051 Singapore /
E-Mail: infoasia@im-c.com
Tel. +65 65133358

imc information multimedia
communication Corp.
800 North State Street, Suite 304
DE 199041 Dover / Kent County
E-Mail: info@im-c.com
Tel. +1 213 417 4982

imc information multimedia
communication Pty Ltd
Level 9, 637 Flinders Street,
Docklands
VIC 3008 Melbourne /
E-Mail: info@im-c.com
Tel. [+61 1300 883 043](tel:+611300883043)

part of the application process, your data may be shared within the group of companies (Scheer Group) and affiliated companies in accordance with Section 15 of the German Stock Corporation Act (AktG). The disclosure of your data in this context is based on our legitimate interest pursuant to Art. 6 (1)(f) GDPR.

Within the European Union, imc AG acts as a representative pursuant to Art. 27 GDPR for companies outside the European Union.

2 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

Please address your concerns regarding data protection to the respective contact address or to the central data protection e-mail (datenschutz@im-c.com).

3 For What Purposes Is My Personal Data Processed, and on What Legal Basis?

- Processing for the performance of a contract or to take steps prior to the conclusion of a contract in accordance with Art. 6(1)(b) GDPR / Processing for the decision on the establishment of an employment relationship according to § 26(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(1)(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(1)(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.

4 What Are the Sources of the Personal Data We Process?

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.

5 Will My Personal Data Be Transmitted to Third Parties?

Our application management is carried out by the central human resources department, which operates as a shared service for all entities within our group of companies (Scheer Group).

We use a specialized software provider for our application process:

softgarden e-Recruiting GmbH, Tauentzienstr. 14, 10789 Berlin .

(contact: datenschutz@softgarden.de)

softgarden e-Recruiting GmbH serves as a data processor within the meaning of Art. 4(8) GDPR. A data processing agreement has been established with this provider in accordance with Art. 28 GDPR, ensuring compliance with all data protection requirements. The provider stores your personal data exclusively in data centers located within Germany.

Upon receipt of your application, your applicant data is reviewed by the human resources department. Suitable applications are then shared internally with the relevant department heads responsible for the open positions within the group of companies (Scheer Group). Access to your data within our group of companies is limited to individuals who require it to facilitate the application process. Depending on the role, the department head may be part of another entity within our group of companies (Scheer Group). As our group (Scheer Group) includes entities based in third countries (e.g., Australia), it may be necessary to transfer your personal data to such a country. In these cases, we ensure that the specific requirements for data transfers to third countries under Art. 44 ff. GDPR are fulfilled. Additional information on this is available upon request.

6 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 2 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.

7 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. 2(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.

8 Am I Obligated 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.

9 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.

10 Changes to This Privacy Notice

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

Last update: Tuesday, November 12, 2024