

Privacy Notice

Detailed information on the data protection of our website can be found in our [privacy policy](#).

For your application, the following additional information on data processing applies:

1. Name and contact details of the controller and of the data protection officer:

Controller:

Ingenieurbüro für Anwendungsprogrammierung GmbH

Valentinskamp 30

20355 Hamburg

Tel.: +49 40-30 68 03 – 0

Fax: 49 40-30 68 03 – 10

Email: info@iap.de

The company data protection officer can be reached at the above address at the attention of the data protection officer or by email at datenschutz@iap.de.

2. Collection, storage and deletion of personal data as well as type and purpose and their use:

When you send us your application, we collect the following data:

- Personal master data
- Communication data (e.g. email address, telephone number, fax number)
- If you submit a curriculum vitae: all data contained in the curriculum vitae
- Other data types/categories if transmitted by you, e.g:
 - Certificates
 - Information on your professional background
 - Certificate of good conduct

Your personal data will only be used to process your application in response to a specific job advertisement or as an initiative application. We process your data for the purpose of assessing your suitability for the advertised position. The legal basis for data processing is GDPR sec. 6 para 1 lit. b).

In case of non-hiring, your data will be deleted six months after the decision not to hire you is made. If you are hired, your data will be stored in the personnel file and deleted only after termination of the employment relationship and after all foreseeable claims have become statute-barred (three years at the end of the year, beginning with the end of the calendar year in which the employment ended). However, we will deviate from these regular deletion periods as an exception if we



are obliged to store the data for a longer period of time in accordance with Art. 6 para. 1 sentence 1 lit. c DSGVO due to tax and commercial law storage and documentation obligations (from German Commercial Code (Handelsgesetzbuch), German Criminal Code (Strafgesetzbuch) or Fiscal Code of Germany (Abgabenordnung)) or if you consent to storage going beyond this in accordance with GDPR sec. 6 para 1 lit. a.

3. Transfer of data to third parties:

A transfer of your personal data to third parties does not take place. All information will be treated as strictly confidential and processed exclusively in accordance with data protection laws.

4. Rights of Data Subjects

You have the right:

- to obtain access to your personal data processed by us in accordance with GDPR sec. 15. In particular, you may obtain access to the purposes of the processing, the category of personal data, the categories of recipients to whom your data have been or will be disclosed, the envisaged storage period, the existence of a right to rectification, erasure, restriction of processing or objection, the existence of a right to lodge a complaint, the source of your data, if these have not been collected by us, and the existence of automated decision-making including profiling and, if applicable, meaningful information on their details;
- to immediately request the rectification of inaccurate or completion of incomplete personal data stored by us in accordance with GDPR sec. 16;
- to request the erasure of your personal data stored by us pursuant to GDPR sec. 17, unless the processing for the exercise of the right to freedom of expression and information, for the fulfilment of a legal obligation, for reasons of public interest or for assertion, exercise or defense of legal rights is required;
- to demand the restriction of the processing of your personal data pursuant to GDPR sec. 18, as far as the accuracy of the data is contested by you, the processing is unlawful, but you reject its erasure and we no longer need the data, but you require this, for the exercise or defense of legal claims or you objected to processing pursuant to GDPR sec. 21;
- to receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable format in accordance with GDPR sec. 20. or to demand transmission to another controller;
- to lodge a complaint with a supervisory authority pursuant to GDPR sec. 77. As a rule, you can contact the supervisory authority of your habitual residence or place of work or place of business.

If you have any questions about this data protection notice, you can contact us or our data protection officer at any time.

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