

Data Protection Notice for Applicants

Use-Lab GmbH attaches particular importance to the protection and responsible handling of your personal data. We only use your personal data within the framework of the applicable legal provisions. In addition to our general privacy policy, we would like to inform you here about the processing of your personal data in the context of the application process.

If you apply for a specific advertised position, the company named in the respective advertisement is responsible for the use of your personal data. If you have submitted an unsolicited application to Use-Lab GmbH, we have the opportunity to consider your personal information for future positions within Use-Lab GmbH and to be able to contact you afterwards.

Responsible party and contact

The **responsible party** in accordance with the General Data Protection Regulation and other data protection laws applicable in the Member States of the European Union and other provisions of a data protection nature is:

Use Lab GmbH

Am Campus 2
48565 Steinfurt
Germany

Phone: +49 (0) 2551 - 7092-0

E-Mail: info@use-lab.com

Website: [Use-Lab GmbH - usability for life](https://use-lab.com)

Data Protection Officer

Nils Möllers

Keyed GmbH

Siemensstraße 12
48341 Altenberge
Germany

Phone: +49 (0) 2505 – 639797

E-Mail: datenschutz@use-lab.com

Website: <https://keyed.de>

Purpose and legal basis

Use-Lab GmbH processes personal data such as name, address, curriculum vitae, certificates, knowledge, skills and other personal data and communication data in the context of applications for the purpose of the application process, insofar as these are important for the decision regarding the establishment of an employment relationship. The legal basis for this is Art. 88 para. 1 GDPR, § 26 para. 1 BDSG-neu and Art. 6 para. 1 lit. b) GDPR.

Insofar as Use-Lab GmbH processes special categories of personal data within the meaning of Art. 9 para. 1 GDPR as part of the application process, the legal basis for this processing is Art. 9 para. 2 lit. b) GDPR, § 26 para. 3 and para. 4 BDSG-neu. For applications from minors, the legal basis for processing is the consent of the legal guardians.

Applications can be submitted by e-mail. However, please note that e-mails are generally not sent in encrypted form and that applicants must ensure encryption themselves. We can therefore not assume any responsibility for the transmission of the application between the sender and the receipt on our server and therefore recommend that you use postal delivery.

Recipients of your personal data (third parties)

Your application and your personal data will not be passed on to other third parties.

Data retention period

We process your application and thus your personal data contained therein during the ongoing application process. After completion of the application process, even in the event of a rejection, we will store your personal data in the form of your application and documents for up to 6 months and then delete it. This retention period results, among other things, from the provisions of the General Equal Treatment Act (AGG).

Applications will only be stored for longer than six months if applicants have consented to longer storage in order to be considered for future vacancies by giving their consent for inclusion in our applicant pool. In this case, your personal data will be stored for a further six months, i.e. a total of 12 months, and then deleted.

Transfer of data to a third country

Your data will not be transferred to a third country, i.e. a country outside the European Economic Area.

Your rights

You have the right to information (Art. 15 GDPR), the right to rectification (Art. 16 GDPR) and deletion (Art. 17 GDPR), to restriction of processing (Art. 18 GDPR) and a right to object to processing (Art. 21 GDPR) as well as a right to data portability (Art. 20 GDPR). They also have the right to be informed about recipients (Art. 19 GDPR).

In particular, you have the right to revoke your consent at any time and without giving reasons for the future, Art. 7 (3) GDPR. The revocation of the respective consent does not affect the lawfulness of the processing carried out on the basis of the consent before the revocation. Please send an e-mail to info@use-lab.com. For further information or delivery addresses for a revocation, please refer to the contact details in section 1.

In accordance with Article 77 (1) GDPR, you also have the right to complain to a data protection supervisory authority of your choice if you believe that the processing of your personal data is not lawful. This also includes the data protection supervisory authority responsible for the controller: State Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia.

Postal address:

State Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia

P.O. Box 20 04 44
40102 Düsseldorf

Obligation to provide personal data and automated decision-making

You are not obliged to provide us with your data. However, if you do not provide us with your data, it will not be possible for us to include you in the application process. Automated decision-making does not take place.

Miscellaneous

To withdraw your application, you can send us an e-mail to info@use-lab.com. . In addition, our general information on data protection applies, which you can access at <https://use-lab.com/en/data-protection/>.

If you have any questions about data protection, please do not hesitate to contact us. You can contact the data protection officer of Use-Lab GmbH by post or e-mail. The contact details can be found in section 1.