

## Information on processing personal applicant data per Art. 13, 14 GDPR

Dear applicant,

We take the protection of your personal data very seriously. We process your data in accordance with the EU General Data Protection Regulation (GDPR) and the Data Protection Adaptation and Implementation Act EU (DSAnpUG-EU). The following details how we process your data per Art. 12 et seq. GDPR.

### Who is responsible for data processing? (Art. 13.1a, b GDPR)

Responsible for data processing:

#### Interroll Ltd

Unit 1a Orion Way, Kettering. NN15 6NL.

Phone: +44 (0) 1536 - 536722

Email: [dataprotection@interroll.com](mailto:dataprotection@interroll.com)

Ask questions about data protection to:

#### Interroll Ltd

Unit 1a Orion Way, Kettering. NN15 6NL.

Phone: +44 (0) 1536 - 536722

Email: [dataprotection@interroll.com](mailto:dataprotection@interroll.com)

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

(Art. 13.1c, d, Art. 6 GDPR and Section 26 DSAnpUG-EU)

We process the data you have made available to us as part of an application for a job posting or on your own initiative or which we have received from generally accessible sources per Art. 6.1b GDPR and Section 26.1 DSAnpUG-EU in order to examine possible recruitment.

We only process your personal data if we have legitimate interest in storing it per Art. 6.1f GDPR, such as during an internal analysis of an application process or in defense of claims from the General Equal Treatment Act.

### Who receives your personal data? (Art. 13.1e, f GDPR)

We generally do not pass on personal data to third parties unless you have given your consent or a legal regulation provides for it.

In our company, only the HR department, the management and possibly your future supervisor has access to application documents.

We process your data exclusively in the UK and have no intention of processing the data in third countries.

### How long is the data stored? (Art. 13.2a GDPR)

If you send us your application documents on your own initiative, we will check whether we can consider hiring you. If we cannot, the documents will be deleted immediately or, if you have contacted us by mail, sent back to you. We only save a copy of the rejection letter.

It may be that you apply to our job posting with the application procedure and we include you in our team. We will then archive or store your data with the HR files in accordance with statutory provisions. If we do not decide for you, we will store and archive your documents for 6 months (see General Equal Treatment Act).

We may not be able to offer you a job at first while still wanting to stay in touch with you. In this case, we will only save your application if you have given us your consent.

Data that we process on the basis of your consent will be stored until revoked or for a maximum of two years.

We store data that we process on the basis of legitimate interest for as long as the legitimate interest exists.

### **What rights do you have?** (Art. 13.2b, c, d, e GDPR)

Every data subject has the following rights:

Art. 15 GDPR: Right of access

Art. 16 GDPR: Right to rectification

Art. 17 GDPR: Right to erasure ('right to be forgotten')

Art. 18 GDPR: Right to restriction of processing

Art. 20 GDPR: Right to data portability

Art. 21 GDPR: Right to object

Art. 13d GDPR: Right to lodge a complaint with a supervisory authority

Art. 7.3 GDPR: Right to withdraw consent at any time

If you wish to exercise your rights, please contact us in writing (by mail or email) as mentioned above. An exception is Switzerland, where several Interroll companies are based.

### **Competent supervisory authority**

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Phone: +44 (0)303 123 1113

E-mail: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Should you make your application available to us voluntarily, there is no legal or contractual obligation at the time of application. You cannot take part in an applicant selection procedure without your application documents. Therefore, we cannot offer you an employment contract without your application documents.

There is no automated decision making or profiling per Art. 22.1 And 4 GDPR.