

# Information on the processing of personal data of applicants

## 1. General information on the handling of applicant data

The responsible handling of personal data is important to us. We therefore inform you about how your **data is processed in the course of your application at BBU GmbH** and what measures we take to protect it. Personal data is exclusively processed on the basis of the provisions of the EU General Data Protection Regulation (GDPR) and Austrian law. The controller of these regulations is BBU GmbH.

### Contact details:

#### Federal Agency for Reception and Support Services GmbH

Leopold-Moses Gasse 4/Stiege 2

1020 Wien

E-Mail: [office@bbu.gv.at](mailto:office@bbu.gv.at)

You can reach our **data protection officer** at: [datenschutzbeauftragter@bbu.gv.at](mailto:datenschutzbeauftragter@bbu.gv.at)

## 2. Data Processing

Your personal data will only be processed if there is a legal basis within the meaning of the GDPR, i.e. primarily for the purpose of contract initiation and fulfilment, due to legal obligations or after obtaining appropriate consent. In individual cases, we also process your personal data on basis of the legitimate interests of BBU GmbH.

### 2.1 Purpose of processing

We process your data on basis of the pre-contractual relationship with you (Art 6 para 1 lit b EU General Data Protection Regulation 2016/679 - 'GDPR'). Please note that we can only process your application if the necessary data is provided to us. Additionally, we retain your data for documentation and verification purposes based on our legitimate interest in the traceability and provability of a proper application process in accordance with Art. 6 para. 1 lit f GDPR.

### 2.2 Data categories

- We process your personal data provided during the entire application process, such as personal data, contact details, salary expectations and data that we receive in cover letters, CVs, references, applicant questionnaires, applicant interviews or correspondence, for example.
- We also process data about your qualifications and activities from generally accessible data sources (in particular professional social networks) that are publicly accessible and have been permissibly collected as part of the application process.

- To ensure system security, we collect log files containing your IP address, data transfer information and browser information.
- Special categories of personal data within the meaning of Art. 9 of the GDPR are only processed by BBU GmbH if you have expressly provided BBU GmbH with this information voluntarily as part of your application. Such transmission on your part is deemed to be with voluntary consent within the meaning of Art. 9 para. 2 lit a of the GDPR. This can be revoked at any time.

### 2.3 Your applicant profile

As part of your application, you have the option of creating an applicant profile and assigning a personalised password. You are responsible for the storage and confidentiality of your access data for this profile. Your applicant profile will be stored and deleted in accordance with point 2.5.

### 2.4 Disclosure of your data to third parties

For the technical and organisational handling of your application process, your data will be passed on to our IT service providers Microsoft and SAP, who work for us as processors and who guarantee an appropriate level of data protection within the meaning of the GDPR. In principle, all Microsoft cloud services used by BBU GmbH are operated in the EU data centres in the geographical region of Europe. The associated processing of personal data also takes place in the data centres of the geographical region Europe.

### 2.5 Retention of personal data in connection with your application

If no contractual relationship is established with us in the course of your application, the application documents will be automatically deleted no later than six months after notification of the rejection decision, provided that no other legitimate interests of BBU GmbH conflict with this deletion. 14 days before the expiry of the 6-month period, you will be informed by e-mail about the possibility of preventing the deletion of your data by logging into your user profile again, so that we can keep your data on record for future vacancies. **If you log in again as a result of this information e-mail, we will regard this as an active consent to the processing of your data for further 6 months.** With this consent, you enable us to offer you other open positions at BBU GmbH. **If you do not log in to your user profile before the 6-month period has expired, your user profile and your personal applicant data will be automatically deleted.**

## 3. Your rights

You have the rights to information, rectification, erasure, restriction, data portability, cancellation and objection in relation to the processing of your personal data. If you believe that the processing of your data violates data protection law or that your data protection rights have been violated in any other way, you can lodge a complaint with the supervisory authority. In Austria, this is the data protection authority. Of course, you can also contact our data protection officer directly by e-mail to express your concerns.