

DATA PROTECTION INFORMATION FOR APPLICANTS

1. General remarks

IMMOFINANZ AG, Wienerbergstrasse 9, 1100 Vienna has an obligation to protect your data. If you apply for a position with us, please read this Data Protection Information carefully to learn why we collect your data and in which way we will process it.

2. What is personal data?

Personal data is information relating to persons whose identity is identified or identifiable (e.g. name, contact details, date of birth, IP address).

3. How is your personal data processed by us?

We will process your personal data

1. to take steps prior to entering into a contract (conclusion of an employment contract, Art. 6 (1)(b) GDPR),
2. based on your express consent (Art 6(1)(a) GDPR) if you wish to be kept on file as an applicant for more than six months,
3. in order to fulfil our legal obligations (registration as an employee with the social security authorities, Art 6(1)(c) GDPR).

The processing of your data serves the purpose of handling the application procedure, the possible conclusion of an employment contract and the registration with social security if we employ you. If you do not provide us with your data, we cannot process your application.

In order to achieve these intended purposes, it may be necessary from time to time for us to disclose your data to the following categories of recipients. Such disclosure shall be made by transmission, dissemination or any other form of provision. Data is only transferred to Group companies in those countries where there is a vacancy.

Categories of recipients	Head office (Country)
IMMOFINANZ AG	Austria
Group companies	Within the EEA
Group companies	Serbia (outside the EEA, standard contractual clauses)
Telecommunications	Within the EEA
Tools for applicants	Within the EEA
Human resources management systems	Within the EEA
Recruitment agencies/head hunters	Within the EEA
IT service providers	Within the EEA
External payroll, accounting, tax consultancy; if required in the application procedure and for registration with the social security authorities	Within the EEA (in case of Serbia outside the EEA, standard contractual clauses)

4. Consent for your data to be processed

If you wish to be kept on file as an applicant for more than six months, you agree that we may process your application documents for a period of three years.

You are entitled to object to this processing of personal data using the form under <https://immofinanz.com/en/gdpr> (see also Paragraph 6 below).

5. How long will your data be stored?

We will only store your data as long as this is necessary for the purposes for which we have collected your data.

Tax legislation generally requires us to keep employment contracts and other data relating to our contractual relationship for a duration of seven years.

Data of applicants who are not employed, will be erased after six months.

The internal data protection regulations for employees apply to recruited applicants.

6. What rights do you have regarding data processing?

We would like to inform you that you have the right at any time to request information about which of your personal data is being processed by us (see in detail Art. 15 GDPR), the right to have your data corrected or erased (see in detail Art. 16 and Art. 17 GDPR), the right to limit the processing of your data (see in detail Art. 18 GDPR), the right to object to the processing of your data (see in detail Art. 21 GDPR), the right to assert the right to data transferability (see in detail Art. 20 GDPR).

If we process your data on the basis of your consent, you have the right to revoke this consent at any time via the web form under <https://immofinanz.com/en/gdpr>. This does not affect the lawfulness of the data processing carried out up to that point (Art. 7(3) GDPR).

Should there be a violation of your right to lawful processing of your data, you can contact us via the web form under <https://immofinanz.com/en/gdpr>. You also have the right to lodge a complaint with the Austrian Data Protection Authority or another data protection supervisory authority in the EU, in particular at your place of residence or work.

You can find further information on data protection on our website under <https://immofinanz.com/en/data-protection>. If you have any questions regarding the processing of your data, please do not hesitate to contact us via the web form under <https://immofinanz.com/en/gdpr>.