



## Privacy Notice for Applicants

### A. Name and Contact Details of the Party Responsible for Data Protection

Responsible for the processing of personal data within the meaning of Art. 4 (7) GDPR

Delta System Solutions GmbH  
Eversbuschstr. 17  
D-80999 Munich / Germany

email: sarah.baskcomb@delta-system-solutions.com

### B. Scope of Application

This Privacy Notice applies to you if you send us your CV or if you disclose any other personal information that may be included in your application for a specific job position within Delta System Solutions GmbH or in your general communication with Delta System Solutions GmbH expressing your interest in joining our team.

By applying for a position within Delta System Solutions GmbH, you agree that you have read and understood the terms of this Privacy Notice.

### C. Categories of Personal Data

- I. Delta System Solutions GmbH are committed to protect the privacy and security of your personal data. By "personal data" we mean information which, alone or in combination with other information available to the Delta System Solutions GmbH, can be used to identify you. Personal information does not include data where the identity has been removed and it is not possible to identify any individual (anonymous information).
- II. Personal information that may be collected by us during the recruitment process (whether when you respond to our advertisement, when you send your CV to us, or when you participate in a job interview online or in our office premises) may include:
- III. Identification data and contact details such as your name, date of birth, home address, email address, mobile and landline telephone numbers, social security number, passport number and other contact details.
- IV. Education and academic studies, previous and/or relevant work experience, foreign languages, possession of diplomas or licenses (e.g., driving license) other qualifications, skills, talents, working permits or other information that you provide to us in support of an application and for suitability when seeking employment, eligibility to work in the Delta System Solutions GmbH's country of operation.
- V. Information about any previous applications and/or employment history you have had with our Delta System Solutions GmbH.
- VI. Other personal information you have provided in your CV and/or cover letter.



- VII. Information from your LinkedIn profile (if you make reference to your LinkedIn profile in your CV or application).
- VIII. Information from job interviews and selection procedures in which you may have participated e.g., interview notes, communication details, such as email content etc.
- IX. Details of the type of your current job or job you are seeking, your current and/or desired salary and other terms relating to pay and benefits or other employment preferences.
- X. Any special category of information obtained during the application or recruitment process, information about your nationality and/or citizenship, medical or health information.
- XI. Referral information including information provided by third parties with your consent.
- XII. Images and activity captured using CCTV in our office premises. (For more Information, please see our Privacy Notice regarding the processing of personal data through the video surveillance system which is available at our reception).

**D. Accuracy of Personal Data**

It is important that the personal information we hold about you is accurate and up to date. For this reason, we ask that you let us know as soon as possible if any of your information changes or is incorrect during the recruitment process

**E. Purposes and Legal Basis of the Processing Your Data**

The processing of your Personal Data is mainly necessary in order to assess your application and is based on Article 6 (1) (b) of the GDPR in the context of the employment relationship or during the period prior to the conclusion of the employment relationship.

We process your personal data, to the extent permitted by applicable law, for the following purposes:

- I. Assessing your skills, qualifications and interests in relation to the employment requirements of our Delta System Solutions GmbH and your suitability for the specific job for which you are applying,
- II. Verification of your information
- III. Consideration of any objections to the decision not to recruit
- IV. Confirming recommendations upon your prior consent
- V. Communicating with you about the recruitment process and/or your application(s) and possible future career opportunities with our Delta System Solutions GmbH



- VI. Compliance with applicable laws and regulations, or to protect the Delta System Solutions GmbH's legitimate interests (e.g., to defend the Delta System Solutions GmbH against legal claims) in a legal proceeding

Delta System Solutions GmbH has a legitimate business interest under Article 6 (1) (f) of the GDPR to process personal data during the recruitment process and to keep records of the process in order to employ only people who are most suitable and eligible for a particular job. Processing your personal data throughout the recruitment process is necessary in order to assess and confirm the suitability of the candidate for employment and to decide whom to employ.

If the recruitment process is completed and we offer you the job, you will receive a copy of our Employee Privacy Statement which includes the relevant information and the lawful basis under which we will process personal data during your employment.

**F. Disclosures and Recipients of Personal Data**

Your data will be processed by the following sectors within Delta System Solutions GmbH for the purpose of making decisions about your employment:

- Managing Directors
- Human Resources
- The relevant department (usually only the manager)

**G. Retention Period of Your Personal Data**

We will retain any personal information you have sent us in our records for reference in order to contact you for the purpose of any future collaboration and job opportunities for a period of six (6) months after closing the recruitment for the position you applied for, unless you request that we delete your data, or you withdraw your consent.

Personal Data processed for job application purposes will be stored only as long as necessary during the application process and a following reasonable period (taking into account statutory limitation periods) as required or permitted under applicable law (e.g., as necessary to defend against claims in relation to the application process, or to comply with our obligations regarding data retention as established in the applicable laws). If a judicial or disciplinary action is initiated, the Personal Data may be stored until the end of such action, including any potential periods for appeal, and will then be deleted or archived as permitted by applicable law.

In case your application is successful we may store your personal data within the subsequent employment in compliance with the applicable legal regulations. More information can be found in the Employee Privacy Statement that we will provide to you on acceptance of the job.



## H. Your Data Protection Rights

Under GDPR, you have a number of specific rights:

Article 15 of the GDPR – Right of access by the data subject: You have the right to request a confirmation from us as to whether personal data affecting you is processed and, if yes, what information this is and how this data is processed.

Article 16 of the GDPR – Right to Rectification: You have the right to request the immediate correction of incorrect personal data affecting you. Considering the purpose of processing, you also have the right to request that incomplete personal data is completed - even by way of submitting an explanation.

Article 17 of the GDPR – Right to Erasure ('right to be forgotten'): You have the right to request that we immediately delete personal data affecting you.

Article 18 of the GDPR – Right to Restrict Processing: You have the right to demand that we limit the processing of data.

Article 20 of the GDPR – Right to Data Portability: You have the right to receive personal data affecting you and provided by you in a structured, standard and machine-readable format and to transfer this data to another responsible authority without hinderance from us or to have this data transferred directly insofar as technically possible if data is processed based on consent or the fulfilment of a contract.

Article 21 of the GDPR – Right to Object: For reasons resulting from your particular situation, you have the right to object to the processing of personal data affecting you required due to our legitimate interest or necessary to uphold a task of public interest or to exercise official authority. If you exercise your right to object, we will no longer process your personal data unless we can prove compelling grounds worthy of protection that outweigh your interests, rights and freedoms or if processing is required for the exercising or defending of legal claims. If we process your personal data to operate direct advertising, you have the right to object to such processing at any time. If you object to data processing for the purposes of direct advertising, your personal data will no longer be processed for these purposes.

Article 77 of the GDPR in Combination with §19 of the GDPR – Right to Complain to a Supervisory Body: You have the right to complain to a supervisory body, especially in the member state of your residence, your workplace or the location of the alleged violation, if you believe that the processing of personal data affecting you violates applicable law.

If you have granted us consent, you have the right to revoke your consent at any time. All data processing undertaken up to the point of your revocation shall remain lawful. To revoke your consent, please send a message to [sarah.baskcomb@delta-system-solutions.com](mailto:sarah.baskcomb@delta-system-solutions.com).

## I. Transfer of Personal Data to Third Countries/International Organisations

Your personal data will not be transferred to service providers located in countries outside the European Economic Area (EEA) nor shall it be transferred to international organisations.



**J. Automated Decision-Making**

Automated decision-making occurs when an electronic system uses your personal information to make a decision without human intervention. Delta System Solutions GmbH does not operate any recruitment automated decision-making processes, including profiling, pursuant to Article 22 GDPR.

**K. Questions or Complaints**

In order to exercise any of the above rights or for any questions regarding this Notice and our privacy practices, you can send an email to us at [sarah.baskcomb@delta-system-solutions.com](mailto:sarah.baskcomb@delta-system-solutions.com) or send a letter to Delta System Solutions GmbH, Eversbuschstr. 17, 80999, Munich, Germany.

**L. Changes to this Privacy Notice**

Delta System Solutions GmbH reserves the right to update or amend this privacy notice at any time. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

This Privacy Notice was last updated in May 2024.