



**Carter Process Control GmbH**

Perlhofgasse 2B/5

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www.carterprocess.com

**Privacy notice for applicants  
of Carter Process Control GmbH  
according to Art. 13 GDPR (General Data Protection Regulation)**

Carter Process Control GmbH (hereinafter referred to as "CPC") hereby informs applicants about the collection and the processing of personal data (any information that directly or indirectly relates to you and makes you identifiable).

**1. Data Processing**

We process personal data from applicants as part of our recruitment process. This data is used to assess suitability for the vacant position and, if applicable, to conduct the application process. For this purpose, CPC processes your submitted recruitment data.

We inform you that it is unnecessary to send us sensitive data (special categories of personal data according to Art. 9 DSGVO revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sex life). Please take care that such data is not included in your curricula vitae or other documents.

CPC does not use fully automated decision-making including profiling within the meaning of Article 22 GDPR.

Legal basis:

- Compliance with a legal obligation (Art. 6 para. 1 lit. c GDPR);
- Legitimate interests (Art. 6 (1) lit. f GDPR): in case of possible enforcements, executions or defence of legal claims (e.g. Gleichbehandlungsgesetz); in connection with the processing until last day of the month and in order to be able to fill a unforeseen new vacancy for the same position;

We process the following data categories in this context:

- contact data (Surname, Last name, company, E-Mail),
- address data,
- application documents;



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### **2. Storage period**

Your personal data will be stored for the duration of the current application process.

Upon completion of the application process by cancellation or withdrawal, your personal data will be permanently deleted six months after the end of the month in which the application process was completed (filling of the vacant position).

### **3. Rights of the data subject**

You have the right to

- to obtain confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to the personal data and information about: the purposes of processing, the category of personal data, the categories of recipients to whom your data have been or will be disclosed, the envisaged storage period, the existence of a right of rectification, erasure, restriction of processing or objection, the existence of a right to lodge a complaint with the supervisory authority, the source of your data if not collected from you, as well as the existence of an automated decision making process including profiling and, if applicable, meaningful information on its details, information about appropriate safeguards if personal data is being transferred to a third country or an international organization and to obtain a copy of the personal data undergoing processing in accordance with Art. 15 GDPR;
- to immediately request the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement (Art. 16 GDPR);
- to demand the deletion of your personal data stored by us, unless the processing is necessary to fulfil the rights and obligations arising from the relationship or the exercise of the right to freedom of expression and information, to comply with legal obligation, for reasons of public interest or for the establishment, exercise or defence of legal claims (Art. 17 GDPR);
- to request restriction of processing of your personal data (Art. 18 GDPR), in case: the accuracy of the personal data is contested, for a period enabling the controller to verify the accuracy of the personal data; the processing is unlawful and the data subject opposes the erasure of the personal



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data and requests the restriction of their use instead; CPC no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims; the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject;

- to receive your personal data provided in a structured, common and machine-readable format or to request transmission to another responsible person (Art. 20 GDPR);
- to object, on grounds relating to your particular situation, at any time according to Art. 21 GDPR to processing of personal data which is based on Art. 6 para. 1 lit. e or f GDPR (1), in which case we will no longer process the personal data unless we demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or for the establishment, exercise or defence of legal claims;
- to lodge a complaint with the supervisory authority according to Art. 77 GDPR (in Austria the "Datenschutzbehörde" based in Vienna).

#### **4. Further information according to Article 13 GDPR**

Responsible for data processing (controller):

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CPC will inform you whether law or contract requires the provision of personal data or if it is necessary for the conclusion of a contract. CPC also informs you if it is required to provide personal information and the potential consequences of not doing so.