

Data Privacy Statement

(in accordance with Articles 13 and 14 of the General Data Protection Regulation)
for Job Applicants

As you have applied for employment with a member of the HOLTER Group, this member will be the data controller with responsibility for processing your data. The HOLTER Group comprises Fritz Holter GmbH, Holter Großhandel GmbH, Holter Verwaltungs GmbH and Holter Heizung-Service GmbH, each with its registered office at Sengerstraße 27 in 4600 Wels, Austria, Gebäude- und Regeltechnik GmbH, with its registered office at F.-W.-Scherer-Straße 40 in 5020 Salzburg, Austria, and Holter Großhandel Deutschland GmbH, Am Schwindgraben 1, 93083 Obertraubling, Germany.

HOLTER processes personal data for the purpose of selecting job applicants. This information includes general contact details (name, address, phone number, etc.), any certificates, qualification documents and notes taken at a job interview. Any access to an extract from the criminal records register is recorded, but the details of the extract are not stored.

As part of the apprentice talent check, an additional test is carried out, testing cognitive abilities and general knowledge. The results of such tests serve as additional information for the next stages in the application process.

The aforementioned data are processed on the legal basis of pre-contractual measures and are necessary for processing purposes.

The data shall, in principle, not be disclosed to third parties, unless such disclosure is a statutory requirement or necessary for the purpose of data processing. Data may also be disclosed to processors who work exclusively on the instruction of HOLTER, do not use the data for their own purposes and are bound by their own agreements to data protection obligations specified in the General Data Protection Regulation.

HOLTER shall, in principle, endeavour to process all personal data within the European Union or in countries which are certified by the EU Commission as having an equivalent level of data protection. Where necessary, HOLTER will conclude additional agreements, in particular with IT system providers, which it shall do in accordance with GDPR Article 46 ("standard contractual clauses"), while also ensuring additional contractual and technical data protection measures. In addition, data may be transferred to a third country if you give your consent (GDPR Article 49.1(a)) or if this is necessary for the fulfilment of an agreement with you (GDPR Article 49.1(b)).



After the selection of job applicants has been completed, we will retain your data for a further six months on the legal basis of our legitimate interest in asserting or defending legal claims. We shall only retain your application documents for a longer period of up to three years if you have given your express consent. In such a case, we shall ask you to provide your written consent to such record keeping, which you may revoke at any time in writing, including by email.

You have a right of data access, rectification and erasure of data as well as a right to restriction of processing, a right to object to processing and a right to data portability to a different controller. You are entitled to lodge a complaint with a supervisory authority.

If you have any questions about this Data Privacy Policy or about data protection at HOLTER in general, please contact the Data Protection Officer of the HOLTER Group.

datenschutz@holter.at.