

Privacy Policy for applicants

Dear applicants,

the General Data Protection Regulation (GDPR), effective since May 2018, provides for extended information obligations. That is why we are informing you, in compliance with the new legal regulations, of the data processing we have carried out in regard to your application.

Data processing within the scope of the application process

We process your personal data, listed in the attachment, in order for us to be able to carry out the application process and to ensure optimal staffing within the myWorld group of companies . We do this on the legal basis with justified interest in carrying out an efficient application process (Art 6(1) f GDPR), as well as on the basis of needing to carry out pre-contractual measures (Art 6(1) b GDPR). We have collected this data during application process either because you have made it available to us (e.g. on the online application or by sending your CV via email) or because we have collected it ourselves (e.g. by taking notes during an interview).

You are not required to share with us your personal information. If you don't do this, however, it will not be possible for us to carry out the application process with you.

Transfer of your personal data

We will transfer your data during the application process to the following recipients:

- HR departments of all companies in the myWorld group of companies as well as
- IT service providers.

Storage time

We will hold onto your data for six months from the time of the unsuccessful application process to comply with the General Act on Equal Treatment. There is also the possibility to save the data for up to 18 months, provided that you consented to the longer storage time. Should your application be successful, we will keep the collected data from the application process and hold onto it for as long as legal storage obligations exist or as long as legal claims have not expired.

Your rights and contacts

Your rights in regard to your personal data

According to law, you are entitled (under the conditions of applicable law)

- to check whether and which personal data we have saved and receive copies of this data,
- to request the correction, addition or deletion of your personal data that is incorrect or not processed in accordance to the law,
- to request us to limit the processing of your personal data,
- to object, under certain circumstances, the processing of your personal data or to withdraw any previous consent given for the processing, such revocation not affecting the lawfulness of the processing of data until you have withdrawn,
- to request data transferability,
- to know the identity of the third parties in which your personal data was sent to and
- to lodge a complaint with the data protection officer.

Responsible for data protection

myWorld 360 AG
Grazbachgasse 87-93
A-8010 Graz
Fax: +43(0) 316 / 70 77 444
Email: 360AG@myworld.com

The data protection officer is
Peter Oskar Miller
HXS GmbH
Ungargasse 37
1030 Vienna
data.protection@myworld.com

Processed data categories

The following personal data may be collected from applicants and processed:

- Application number (IF THERE IS ONE)
- Salutation
- Title
- First name
- Last Name
- Date of birth
- Nationality
- Gender
- Address (street, house number, postal code, town/city, country)
- Phone number
- Alternative phone number
- Email address
- Photo
- School and vocational education
- Professional experience
- Curriculum Vitae
- Cover letter/letter of motivation
- Desired occupation/application for a position
- Desired working hours (full time/part time)
- Desired working location
- Desired salary
- Start date of the intended employment/earliest start date
- Language skills
- Test scores, evaluation
- Interview notes
- Login details (if applied online)
- Applicant's sources
- Application type (channel: online, email, etc.)
- Application status

- Comments
- Application history (date, time, comments)
- Communication with the applicant
- Assessment as to if the applicant fulfills the requirements
- Assurance of truthful information
- Declaration of consent

Consent for confirmation email after application

I hereby agree to the processing of my personal data in accordance with the legal provisions of the GDPR. I agree that the myWorld group of companies stores the data within the scope of processing until further notice, to carry out the application process and to ensure optimal staffing within the entire myWorld group of companies. The maximum storage period is six months from the point of completion of an unsuccessful application process.

Consent

There is also the possibility to save the data for up to 18 months, provided that you agree to storing this data for a longer period of time. This storage is necessary for the later possible resumption of your application.

Agreement to extended storage period