

# Privacy statement for job applicants

## I. Name and address of the responsible person and the data protection officer

The responsible person according to the General Data Protection Regulation (GDPR) is:  
Consilium Treuhand AG, Austrasse 15, FL-9495 Triesen

The contact details of the operational data protection officer are as follows:  
Tel.: +423 265 51 51  
E-Mail: toendury@toendury.li

## II. Data processing in general

### 1. Scope of the processing of personal data

The processing of personal data is limited to data that is required to operate a functional website and for the provision of content and services. The processing of personal data of our users is based on the purposes agreed with you or on a legal basis (GDPR). We only collect personal data that is necessary to implement and process our tasks and services or if you provide data voluntarily.

### 2. Your rights (rights of the persons affected)

You have the right to request information about any of your personal data we process. In particular, you have the right to request information about the purpose of the processing, the categories of personal data, the categories of recipients who will have access or were disclosed with your data, the duration periods for saving the personal data, whether there is a right to adjust/correct, erase, restrict or object, transmission of data<sup>1</sup>, the source of your data if not collected through us and if we use automatic decision-making technologies including profiling.

Additionally, you have the right to revoke a previously granted consent to use your personal data at any time.

If you believe that the processing of your personal data is inconsistent or contradicts the applicable data protection laws you have the possibility to lodge a complaint with the data protection office.

## III. Description and scope of data processing

### Data collected from job applicants

We hereby inform you that on receipt of your application forms we process personal data such as your name, title, address, telephone number, date of birth, education, work experience, salary expectations and any data and images that are contained in the accompanying letter, CV, letter of motivation, certificates and other documents and records that you send to us, for the purpose of personnel selection.

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<sup>1</sup> As long as it does not cause a disproportionate effort to transmit these data

### **Legal basis**

We process your personal data in the scope of our recruitment process on the basis of Section 1173a Article 28a of the Liechtenstein Civil Code (*Allgemeines bürgerliches Gesetzbuch – ABGB*) and of Article 6(1)(b) of the GDPR. If an applicant wishes their information to be retained in a pool of applicants for the purpose of potential subsequent cooperation, we require consent for this in accordance with Article 6(1)(a) of the GDPR.

### **Transfer of data**

Your data will not be transferred to third parties without your consent. No automated decision-making in accordance with Article 22 of the GDPR is carried out.

### **Duration**

If no appointment is made, we will retain your data for up to six months for the purposes of documentation in any eventual legal proceedings before erasing it.

## **IV. Data security**

We use a common encryption technology SSL or TLS encryption programme in connection with the highest encryption levels that are supported by your browser. If a page on our website was/is being transmitted encrypted it is shown by the lock symbol in the address bar of your browser.

Additionally, we use appropriate technical and organizational security measures to protect your data from accidental or intentional manipulation, partial or complete loss, destruction, or to prevent unauthorized access by third parties. Our security measures are continuously upgraded according to the latest technological developments.