

**Information on the processing of personal data \*  
within the applicant management**



Designation	Description
Identity and contact details of the controller	PHOENIX CONTACT d.o.o. Capraška ulica 6. 10000 ZAGREB Tel. +385 1 645 8990 Fax +385 1 645 8991 <a href="mailto:info@phoenixcontact.hr">info@phoenixcontact.hr</a>
Contact details of the data protection officer	PHOENIX CONTACT d.o.o. Krunoslav Kršek Capraška ulica 6. 10000 ZAGREB <a href="mailto:kkrsek@phoenixcontact.hr">kkrsek@phoenixcontact.hr</a>
The purposes of the processing for which the personal data are intended	Selection and recruitment of suitable applicants
Legal basis for the processing	Section 26 (1) sentence 1 FDPA (Initiation of employment relationship)
Categories of personal data that are processed	Name, title, address, contact details, date of birth, nationality  CV, certificates, qualifications, photo, entered data as part of an optional recruitment test  if need be, (short) assessment of the applicant by Phoenix Contact employees; log data  when using video interview: video data of the applicant
Source (origin) of the data	Application details: from the data subject  Assessment details: Recruiter, HR Officer, manager of the department, (specialized) instructor Within the trainee selection: designated commercial trainees
Recipient(categories) of the data	We will not share your data with third parties.  If you have given your consent within the application process, the application documents can be forwarded to another German company of the Phoenix Contact Group.
Transfer of data to a third country or an international organization and the associated safeguards to protect the data	We do not transmit your data to third countries unless you have explicitly applied for a job in a third country.

\*) in accordance with Article 13 and 14 EU General Data Protection Regulation (GDPR)

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Storage duration of the data	<p>After completing the application process (for apprentices/dual students/trainees: after completing the application process of the respective year of recruitment) the data will be deleted after six months.</p> <p>With the consent of the applicant regarding a longer-term storage, data can be stored up to 12 months.</p> <p>An applicant video is either deleted manually by the responsible HR Officer or automated by the service provider no later than three months after the cancellation by the applicant or the completion of the application process for a job.</p>
Rights of the data subjects <ul style="list-style-type: none"> <li>• to access</li> <li>• to rectification, erasure or restriction of processing</li> <li>• to object to the processing</li> <li>• to data portability</li> </ul>	<p>If the respective legal requirements are met, you are entitled to the following rights: Right to have access to your data that we store; rectification, erasure, restriction of processing your data or the right to object to the processing, as well as data portability.</p>
Right to lodge a complaint	<p>If you are of the opinion that the processing of your personal data is unlawful, you have the right to lodge a complaint with a competent data protection supervisory authority.</p>
Legal or contractual necessity to provide the data, as well as any consequences of failure to provide the data	<p>Processing of the personal data mentioned here is necessary for handling the application process.</p> <p>Without these data, we are unable to consider you in the application process.</p>
Automated decision-making / Profiling	<p>There will be no automated decision-making or profiling based on your collected data.</p>

Updated: May 2018

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