

Data protection information for applicants at QPS Austria GmbH

We process your personal data in the context of your current application either

- for the performance of pre-contractual measures and entering into a contract (Art 6 para 1 lit b GDPR, e.g., conclusion of an employment contract), and/or
- based on your express consent (Art 6 para 1 lit a GDPR, e.g., if we wish to keep you on record as an applicant), and/or
- to comply with our legal obligations (Art 6 para 1 lit c GDPR, e.g., registration as an employee with the Austrian social security authorities).

The processing of your data serves the purpose of handling the application procedure. If you do not provide us with your data, we will not be able to process your application. We process the following personal data disclosed by you:

- **Name:** first name(s), last name, title, salutation, previous name, initials, other name suffixes;
- **Date of birth;**
- **Private address:** all data specified according to the relevant standard for postal or reporting addresses, e.g., country, postal code, town/municipality, town, district, street, building number, house number, staircase, floor, door, post office box, etc.;
- **Private contact details:** telephone, email, mobile phone, fax, online IDs/NICs, nationality/preferred communication language, etc.;
- **Professional contact details:** telephone, email, mobile phone, fax, position, company, online IDs/NICs, nationality/preferred communication language etc.;
- **Application Data:** CV, letter of motivation or application letter, education and training, certificates, confirmations and proofs, documents generated during the application process, work restrictions, special eligibility etc.;
- **Calendar data:** time availability, presence/absence, temporally and spatially location and classification data;
- **Image data:** in the form of photos and videos, as well as images for personal identification in relation to contact data;
- **Sound data:** e.g., within an audio or a video conference;
- **Employee medical data (if necessary):** vaccination status/immune status for employees who come into contact with clients or work infectious material.

Data of applicants who are not hired will be deleted after six months after completion of the application process. If you have consented to be kept on record as an applicant, we store your personal data for the period of consent. Our internal data protection information applies to hired employees and may be requested during the application process.



In the case of pending official or judicial proceedings, personal data may also be stored beyond the periods stated above for the respective duration of the proceedings, if the storage is necessary in connection with the respective proceedings.

We would also like to inform you that you have:

- the right of access to information about which of your data is processed by us at any time (Art 15 GDPR);
- the right to have your data rectified or erased (Art 16 and Art 17 GDPR);
- the right to restrict the processing of your data (Art 18 GDPR);
- the right to object to the data processing (Art 21 GDPR);
- the right to data portability (Art 20 GDPR); and
- the right to lodge a complaint at a supervisory authority (Art 77 GDPR).

If we process your data based on your consent, you have the right to withdraw this consent at any time via e-mail to dataprotection.austria@qps.com or by postal mail to our contact address (see contact details below). The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal (Art 7 para 3 GDPR).

If, despite our commitment to process your data lawfully, there is unexpectedly a breach of your right to lawful processing of your personal data, please contact us by postal mail or e-mail (see contact details below) so that we can learn about your concerns and address them. You also have the right to lodge a complaint with the Austrian Data Protection Authority or any other data protection supervisory authority in the EU, in particular at your place of residence or place of work.

Below you will find our contact details for the assertion of your aforementioned rights. You are welcome to contact us directly. You can reach us at:

QPS Austria GmbH
Parkring 12
8074 Grambach
For the attention of Isabella Reicht
Via email to dataprotection.austria@qps.com

Grambach, May 12, 2023