BRIGHT MINDS,
BRIGHT LIGHTS.

Data privacy statement for job applicants

As at: January 2021

Thank you very much for your interest in

- **ZKW Group GmbH**, Rottenhauser Str. 8, 3250 Wieselburg (jobs@zkw-group.com),
- **ZKW Elektronik GmbH**, Samuel Morse Str. 18, 2700 Wiener Neustadt (office@zkw-elektronik.at) and/or
- **ZKW Lichtsysteme GmbH**, Scheibbser Str. 17, 3250 Wieselburg (jobs@zkw.at)

("ZKW", "we", "us"); we set great store by the protection of your personal data when processing the same during the entire job application procedure.

ZKW has taken the required organisational and technical measures to ensure the confidentiality of your job application; treating the same in compliance with applicable data protection legislation, in particular the General Data Protection Regulation (GDPR) of the European Union as well as the Austrian Data Privacy Act (DSG) as amended, is a matter of course to us. All ZKW employees are obliged to observe secrecy with respect to personal data under their employment contracts. During data processing, the general standards regarding data security are observed according to the current state of the art (a.o. firewalls, virus scanners). Nevertheless, we recommend that you prepare backup copies of all documents that are of importance to you.

In the present data privacy statement, we provide you with information about the processing of your personal data within the scope of our platform for job applicants on this website (zkw-group.com):

Performance/implementation of pre-contractual measures
You can submit a job application by using our online job application form. ZKW will exclusively use the personal data provided by you to comply with your wishes and requests, i.e. to process your job application. In doing so, we will process your personal data for the purpose of carrying out pre-contractual measures.

During the job application procedure, the usual contact details such as postal address, e-mail address and telephone numbers, application documents (form letter and cover letter), CV, training qualification, formation and further training, as well as job references will be processed, apart from salutation, surnames and first names. Your personal data will exclusively be stored by the ZKW company that you send your application to.

In order to carry out an objective and professional application procedure and to promote transparency and fairness, applicants for leadership positions (above a certain hierarchy level) and, in cases of occasion, also other applicants are asked – on the basis of our legitimate interest - to answer questions as part of an online **ASSESS potential analysis**. The potential analysis is on a voluntary basis and is carried out by our external partner. The report incl. the analysis results prepared by the external partner are sent to us and used within the scope of the application procedure for the above-mentioned purposes.

The entity responsible for our job applicant platform is ZKW Group GmbH, Rottenhauser Str. 8, 3250 Wieselburg (jobs@zkw-group.com),

Should you apply for a position with ZKW Elektronik GmbH, Samuel Morse Str. 18, 2700 Wiener Neustadt (office@zkw-elektronik.at) or ZKW Lichtsysteme GmbH, Scheibbser Str. 17, 3250 Wieselburg (jobs@zkw.at), ZKW Group GmbH will act as "processor" only, passing on the data to the relevant ZKW company that the applicant has sent his or her job application to.

If you apply for an **expatriate** position within a subsidiary of ZKW Group GmbH, your data will be transmitted to that company in strict confidence in connection with said application. EU standard contract clauses have been agreed between ZKW and ZKW companies outside the EEA. Detailed information in this respect is available through the following link: https://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:039:0005:0018:DE:PDF

For the purpose of your job application, access to your personal data will be provided to the employees of the HR department and to the persons responsible for choosing the candidate (specialist departments). Within the scope of reorganisations or mergers, we may also transmit your personal data to other companies of the ZKW Group.

We will also transmit your personal data to our service providers. These include: postal and courier services, printing shops.

Legitimate interests
The data provided by you may be processed for statistical purposes (e.g. reporting) within the scope of our legitimate interest. In this context, no conclusions can be drawn as to the identity of individual persons. Moreover, we shall process your data to ensure IT security and the operation of IT systems and to establish, exercise or defend legal claims.

For this purpose, we will transmit your personal data to our IT service providers and, if required, to lawyers.

Furthermore, due to liability risk and the compliance with due diligence in our company audits are carried out by ZKW or by external independent auditors. Your personal data collected in the course of audits may be transmitted to the auditor on the basis of our legitimate interest.

Meeting legal obligations
Within the scope of our statutory obligations, e.g. regulatory requirements, obligations under the equal treatment act, as well as requirements under tax or corporate law, we may process your personal data to the extent it is required under the relevant legislation. For this purpose, we may also transmit your personal data to public authorities or courts.

Storage period
If you have submitted a job application, but have received a negative decision, the information provided by you (profile, job application, eventually report from the potential analysis) will be stored for **7 months** after completion of the application procedure and then deleted (storage period to defend against any claims under the GlBG/BEinstG (equal treatment act/act governing the employment of handicapped persons).

In the case of accepted applicants who are integrated into our leadership development program, the reports from the potential analysis will be kept for the purpose of enabling individual development and promotion during the employment relationship or for succession planning for specific positions on the basis of our legitimate interest during the entire duration of the employment relationship until leaving the company. In addition, the data is stored as long as there are legal storage obligations or this is necessary due to limitation periods to assert, exercise or defend legal claims. Without integration into the ZKW leadership development program, the reports from the potential analysis will only be stored with your express consent.

With your express and voluntary consent, which we will obtain separately, we will store your application documents for **3 years**.

If in the course of audits your personal data is collected, it will be stored until the creation of the audit report.

Application information, information about your data, your rights
You warrant that the personal data provided by you are true, correct, clear and up-to-date. You may have any information that is not complete or not up-to-date rectified at any time. You are entitled to be provided, upon request, with information regarding the personal data stored about you in the applicant data base.

Basically, you are entitled to access to your personal data, to rectification, erasure, restriction of processing, and to data portability. If processing is based on your consent, you may revoke such consent, e.g. by e-mail, at any time with future effect.

You have the right to object to the processing of your personal data based on our legitimate interest at any time, if relevant reasons arise in this respect from your particular situation.

If you believe that the processing of your personal data is in violation of data protection legislation or that your data protection rights have been infringed in any other way, you may lodge a complaint with us (available at: **datenschutz@zkw-group.com**) or the data protection authority. In Austria this is the Austrian Data Protection Authority, Barichgasse 40-42, 1030 Vienna. Prior to filing a complaint with the Data Protection Authority or when exercising your rights or in case of any other questions, please get in touch with us (**datenschutz@zkw-group.com**).

For **questions regarding a pending job application procedure** and the relevant statuses, please contact:

- jobs@zkw.at (ZKW Lichtsysteme GmbH),
- jobs@zkw-group.com (ZKW Group GmbH),
- office@zkw-elektronik.at (ZKW Elektronik GmbH).

Final provisions

As the Internet evolves, we will continuously adjust these data protection provisions as well. Any changes will be announced on the website in good time. Therefore, you should call up these data protection provisions regularly, in order to bring yourself up to date.