

Sharp NEC Display Solutions Europe GmbH

Information on data protection for job applications

This is to notify you about processing your personal data submitted for job applications. This particular data-protection information amends the [General Data-Protection Statement](#).

1. Which personal data do we collect and what are the origins of this data?

In context with the application procedure, we process the following personal data:

- **Reference data** (e.g. first name, surname, name affixes, academic degrees, gender, date of birth, place of birth, nationality, marital status, photos, work permit and/or residence permit if applicable etc.)
- **Contact data** (e.g. address, landline phone, mobile phone and/or telefax number, e-mail address etc.)
- **Application data** (e.g. cover letter and CV, testimonials, references, documents, certificates, particular proficiencies and skills, hobbies, language proficiencies etc.)
- **Marital status** (marriage, civil unions, children) which might indicate your sexual orientation, if so stated in your application

We will principally collect personal data directly from you in context with the application process, in particular from the submitted application papers, the job interview and the personnel questionnaire.

2. For which purposes and upon which legal basis is data processed?

We process your personal data under due consideration of the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG).

This data processing is mainly used for the establishment of an employment relationship; it is primarily based upon §26 para 1 BDSG. To the extent required, we will process personal data to assess your working ability on the basis of §22 para 1 no. 1 sub-para c) BDSG.

Your data will be used exclusively for appointments to the particular position for which you have applied. This shall apply also to any data obtained or submitted in the course of the application process, e.g. from further queries and/or documents submitted at a later date.

3. Who will process my data?

Within the Sharp NEC Group, only those persons and functions (e.g. departments, works council, severely handicapped employee representative) involved in deciding on your application will have access to and be concerned with processing your personal data.

Your data will be stored on servers in Germany. To ensure proper function of the career portal, we reserve the right to commission service-providers in the scope of so-called 'order data processing'.

4. How long will your data be stored?

If an employment relationship is established, we will incorporate your application papers to your personnel file. If the employment relationship is terminated, we will store those elements of personal data which we are required to archive as provided by applicable laws. Such statutory archiving and retention periods and requirements are stated in the German Commercial Code (HGB), the German Revenue Code, and others. Retention may be required for periods of up to ten years.

We might also be required to archive personal data for the period of time in which claims for damages may be asserted against us (statutory period of limitation between three and thirty years).

If an employment relationship is not established, we will delete your application records no later than six months after conclusion of the application process.

5. Will your data be transmitted to a third country?

We do not transmit your application data to any third country.

6. Are you obligated to disclose your personal data?

In order to take your application into consideration, we will need to have access to the personal data required for deciding on the establishment of an employment relationship.

7. To which extent will automated processes be applied for profiling or arriving at decisions?

We do not utilize purely automated analysis processes for arriving at decisions.