

Data protection information for Applicants

The following information is to inform you as a candidate how the LEONI entity processing your application handles the collection, use and disclosure of your personal data.

1. Responsible body

Responsible for data processing is the LEONI entity that is processing your application (hereinafter referred to as LEONI).

2. Data collection

Application via our website

If you apply for one of our vacancies via the online application form, your application documents will reach the Human Resources department of Leoni via a secure connection.

Application by e-mail or postal mail

You can also send your application documents directly by e-mail or by post.

Data collection via third parties

We also work with professional networks, recruitment agencies and temporary employment agencies from which we receive applicant data.

Active Sourcing

We may obtain your personal data from your public profile of the respective professional network platform you are active on (i.e., LinkedIn, Xing, etc.), see below for more detail.

3. Description of data processing and legal basis

We use the data you provide to us (directly or indirectly through third parties) exclusively for the application process for the position for which you are applying. The following categories of data may be processed in the process: Contact data, data on your qualification, financial data (reimbursement of travel expenses, if applicable) and other data that you provide to us during the application process.

In order for us to fulfill our (pre)contractual obligations,

- we review and assess the submitted documents,
- forward the documents to the potential superiors,
- invite you for an interview if necessary or
- send you a rejection.

Insofar as we process health data as part of the application process, this serves the legally justified assessment of your suitability and ability to work for the advertised position.

We only process the data you provide us with your consent for other purposes. This also includes that we consider your candidacy for further vacancies only with your explicit consent. You can revoke the consent you have given at any time without giving reasons at the LEONI entity to which you have applied.

Active Sourcing

We may obtain your personal data from your public profile of the respective professional network platform you are active on (i.e., LinkedIn, Xing, etc.) and save the data in our recruitment tool. The legal basis is our legitimate interest in sourcing suitable candidates. You may object to the data processing at any time. The processed data is limited to data you have published on your profile and data that is relevant to the respective job vacancy.

We may also send you a direct message presenting a suitable job vacancy. The legal basis for this is our legitimate interest. You may object to this data processing at any time.

4. Recipients of your personal data

Within LEONI, those areas and persons receive access to personal data that are directly involved in the application process and require this data to assess your candidacy and to fulfill LEONI's contractual and legal obligations. Furthermore, service providers and processors used by LEONI may also receive data for these purposes. These are in particular companies for IT services (such as hosting or SAAS solutions), consultants as well as, if applicable, authorities and recruitment agencies, but also other companies of the LEONI Group.

5. Retention period

Your personal data will be retained for as long as is necessary to fulfil the above-mentioned purposes or for as long as there are legal or contractual retention obligations. If you have not been selected during the application process, but your application is still of interest to us, we might ask you if we can keep your application available for possible future vacancies. The legal basis for this data storage is your explicit consent, which is completely voluntary and can be revoked at any time.

6. Data transfer to third countries

We only transfer your personal data to third countries (e.g. countries that require additional safeguards under applicable data protection regulations) and insofar as this is necessary or required for the achievement of the purposes described in this statement, there is a legal basis for the data transfer and appropriate data transfer mechanisms are applied.

7. Your rights as a data subject

As a data subject you have the right to information about personal data concerning yourself as well as the right to have inaccurate data corrected or data deleted, provided that one of the reasons stated in Art. 17 of the GDPR applies (e.g. if the data is no longer needed for the purposes pursued). There is also the right to restriction of processing if one of the conditions listed in Art. 18 GDPR applies and, in the cases of Art. 20 GDPR, the right to data portability. If data is collected on the basis of legitimate interest, the data subject has the right to object to the processing at any time for reasons arising from his or her particular situation. Your personal data will then no longer be processed unless there are demonstrably compelling grounds for the processing which override the interests, rights and freedoms of the data subject, or the processing serves to assert, exercise or defend legal claims.

Any data subject has the right to file a complaint with a supervisory authority if he or she considers that the processing of data concerning him or her infringes upon data protection law. The right to file a complaint may be exercised before a supervisory authority in the Member State of your residence, place of work or the place of the alleged infringement.

8. Contact details of the data protection officer

Our data protection officer will be happy to provide you with information on the subject of data protection at the following e-mail address: data-protection@leoni.com.

Note: When contacting a data protection officer, please state the LEONI company with which you are in contact.