

Privacy policy for the processing of applicant data

With this notice we inform you about the processing of your personal data by 3Keys GmbH and the rights you are entitled to under the new data protection law.

Person responsible for data processing

Company:	3Keys GmbH
Person(s) in charge / Operators:	Pavel Kanskov, Stepan Lialine, Philipp Köhler
Address:	Haugerglaxisstraße 5 a 97080 Würzburg Germany
Phone:	+49 931 40 70 53 61
E-mail:	backoffice@3keys.com
Website:	www.3keys.com

Company data protection officer

You can contact our company data protection officer by mail at the above address by adding "FAO data protection officer" or by email at:

Data protection officer	Thomas Malik
Company:	Malik Unternehmensberatung GmbH
Address:	Adam-Opel-Straße 3 65439 Flörsheim am Main
Phone:	0611 / 16 77 94 10
E-mail:	thomas.malik@malik-group.de

Bank account
HypoVereinsbank, Würzburg,
BCN 79020076
Bank Account 0026385750
IBAN DE79790200760026385750
BIC HYVEDEMM455

Managing Directors
Philipp Koehler
Pavel Kanskov
Stepan Lialine

Registered office: Würzburg
Registry court: Company register Würzburg
Registry number: 13452
VAT No: DE309114927

Contact
Haugerglaxisstrasse 5a
97080 Würzburg
Germany
info@3keys.com
www.3keys.com

Purpose and legal basis of the data processing

As part of the application process, we process your personal data for the ongoing application process.

Responsible contact person is Herr Oliver Hunckel

E-mail: backoffice@3keys.com

Your personal data will be processed during your application process in response to a specific job advertisement or a speculative application.

Your personal data includes your first and last name, address, date of birth, gender, nationality, denomination, health data, cover letter, photo, curriculum vitae (including details of your personal, educational and professional background), references, certificates, evidence and all contact details at which we can reach you.

It is not possible to process an application without processing your personal data.

The legal basis for this type of data processing is in particular Art. 6 para. 1 a), b), c), e) EU Data Protection Basic Regulation (DSGVO).

Processing on the basis of legitimate interests is only carried out in the case of Art. 6 para. 1 f) DSGVO.

The processing of your personal data for specific purposes (e.g. obtaining references from previous employers or the use of your data for subsequent vacancies) is based on your consent.

Data exchange with service providers and other recipients

In order to fulfill our contractual and legal obligations, we use external service providers, such as a tax consulting firm, lawyers, software development companies, to whom we transfer your personal data if necessary.

In addition, we or the aforementioned service providers may transfer your personal data to other recipients, such as authorities to fulfill legal notification obligations (e.g. tax authorities).

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Duration of data storage

We process and store your data in principle for the duration of your application. This also includes the initiation of a contract (pre-contractual legal relationship).

In addition, we are subject to various storage and documentation obligations arising from the German Commercial Code (HGB) and the German Fiscal Code (AO), among others. The periods of retention or documentation stipulated there are up to ten years beyond the end of the contractual relationship or the pre-contractual legal relationship.

Your application documents will be returned in original after three months if you are not hired. Electronic data will be deleted accordingly after three months.

Should we wish to store your data for a longer period for later vacancies, the data will be deleted at a later date; details will be communicated to you in connection with the respective process.

If the data is no longer necessary for the fulfillment of contractual or legal obligations and rights, it will be deleted on a regular basis.

Rights of data subjects

You can request information about your personal data stored at the above address.

In addition, under certain circumstances, you can demand the correction or deletion of your data. You may have a right to restrict the processing of your data as well as a right to have the data provided by you released in a structured, common and machine-readable format.

If you have given separate consent to the processing of personal data, you may revoke your consent at any time. By revoking your consent, the data processed up to the point of revocation will remain lawfully processed. The revocation of consent must be declared to the same body to which you have given your consent.

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Right of appeal

You have the option of lodging a complaint with the data protection officer in our company or with a data supervisory authority. The data protection supervisory authority which is responsible for us is:

Landesamt für Datenschutzaufsicht

Post office 606, 91511 Ansbach

Company address:

Promenade 27 (Castle),
91522 Ansbach

Transfer of data to a third country

If we transfer personal data to service providers outside the European Community, we will only do so if the EU Commission has confirmed that the third country has an adequate level of data protection or if there are other appropriate data protection guarantees (e.g. binding internal company data protection regulations or EU standard contractual clauses).

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