

APPLICANT PRIVACY NOTICE

Last updated on 19th September 2023

This Privacy Notice applies to job applicants who applies to LX Pantos Germany GmbH (Hereto LX Pantos).

1. Data Controller

LX Pantos Germany GmbH is the company that is recruiting for the job vacancy you have applied for. Our registered office is at Düsseldorfer Str. 40, 65760 Eschborn, Germany. As a data controller, LX Pantos collects, stores, holds, uses, erases, or destroys personal data or makes decisions based upon them. This Privacy Notice describes how we collect and use personal data about you. Please note that your personal data is used and held in accordance with Art. 13, 14 and 21 of the EU General Data Protection Regulation (GDPR) and applicable data protection laws. We respect your privacy and will treat your personal data as confidential.

2. Purpose of Processing Personal Data

We will use your personal data for the following purposes:

- Making a decision about your engagement
- Assessing your suitability or qualifications for a particular job or task
- Checking you have the legal right to work
- Carrying out background and reference checks, where applicable

3. Categories of Personal Data

We will use your ordinary personal data including:

- The information you have provided on the application form, including name, title, address, telephone number, private email address, date of birth, gender
- Educational background, career history, qualifications, reference information
- Any information you provided to us during an interview

We may also collect, store and use the following special categories of sensitive data:

- Information about your race or ethnicity

4. Source of Personal Data

Mostly, we get personal data from application documents you provide us. We may also obtain your data from other sources, including:

- The recruitment agency, headhunters
- Former employers
- Identity verification services
- Your named referees
- Website or other publicly accessible data on the internet

5. Legal Bases of Personal Data

We use your data for our legitimate interests in managing our recruitment based on Art. 6 par. 1s. 1 lit. f) GDPR and so that we can take steps at your request prior to entering into an employment contract (Art. 6 par. 1s. 1 lit. b)

GDPR). Where necessary, we will also use your data to ensure we comply with legal obligations which our business is subject to (Art. 6 par. 1s.1 lit. c) GDPR.

6. Who Can Access to Your Data?

Your personal data will be used internally by authorized staffs in HR team and managers in the business area with a vacancy. LX Pantos will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

7. Data Transfer

Your personal data can be transferred to HQ in South Korea outside the European Economic Area which may decide to hire you or approve it. For this case, we took measures by making Standard Contractual Clauses and Master Intercompany Processing Agreement to ensure data security with regard to data transfer to South Korea.

8. Retention Period of Personal Data

If your application for employment is unsuccessful, LX Pantos will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and generally retained until 3 years after your termination. The periods for which your data will be held will be provided to you in our privacy notice for employees.

9. Your Rights

According to the GDPR, you may have following rights pursuant to Art. 15-18 and 20-21 GDPR:

You may have the right to access your personal data and to obtain a copy of your personal data undergoing processing (Art. 15 GDPR); to correct, delete or restrict (stop any active) processing of your personal data (Art. 16- 18 GDPR); and to obtain the personal data you provide to us for a contract or with your consent in a structured, machine readable format, and to ask us to share (port) this data to another controller (Art. 20 GDPR). Also, you may be entitled to object to the processing of your personal data in some circumstances that we process personal data based on legitimate interest.

To exercise any of the above-mentioned rights or have any questions on our processing of your personal data, you may contact our HR organization leader at Germany, yangwon.kim@lxpantos.com.

10. Data Protection Officer (DPO)

Our Data Protection Officer is Dr. Karsten Kinast, LL.M, KINAST Rechtsanwaltsgesellschaft mbH, situated at Hohenzollernring 54, 50672 Köln, Germany. As Data Protection Officer, they are responsible for informing and advising us about our data protection law obligations. They also act as the contact point if you have any questions or concerns about data protection, which you can direct at: dpo-pantos@kinast.eu. Additionally, if you have unresolved concerns, you have the right to complain to the Data Protection Authority, Hessischer Beauftragter für Datenschutz und Informationsfreiheit under <https://datenschutz.hessen.de/service/beschwerde>.