



Privacy Policy for Job Applicants

I. Name and Address of the Responsible Authority

The responsible authority within the meaning of the General Data Protection Regulation (GDPR) is:

Sophos Trust reg.
Städtle 27
P.O. Box 74
FL-9490 Vaduz
Phone: 00423 2391939
E-mail: sophos@sophos.li
Website: www.sophos.li

The contact details of the Data Protection Authority (DSS) responsible in Liechtenstein are as follows:

Datenschutzstelle Liechtenstein (DSS)
Städtle 38
P.O. Box 684
FL-9490 Vaduz
Phone: 00423 236 60 90
E-mail: info.dss@llv.li

II. General Information on Data Processing

1. Scope of the Processing of Personal Data

Our processing of personal data of our users is limited to those data that are necessary for the provision of a functional website and our content and services. The processing of personal data of our users is only carried out for the purposes agreed with them or if there is another legal basis (in the sense of the GDPR). Only such personal data is collected that is actually required for the implementation and processing of our tasks and services or that you have voluntarily provided to us.

2. Your Rights (Data Subject Rights)

You have the right to request information about your personal data processed by us. In particular, you can request information about the processing purposes, the categories of personal data, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, restriction of processing or objection, data transfer¹, the origin of your data if it was not collected by us, and the existence of automated decision-making, including profiling.

You also have the right to revoke any consent you may have given for the use of your personal data at any time.

¹ Provided that in the case of data transmission no disproportionate effort is caused.



If you are of the opinion that the processing of your personal data by us is in conflict with the applicable data protection regulations, you have the possibility to complain to the data protection authority.

III. Description and Scope of Data Processing

Data Collection from Job Applicants

We hereby inform you that, upon receipt of your application documents, we process personal data such as name, title, address, telephone number, date of birth, education, work experience, salary expectations and those data and images that are contained, for example, in the cover letter, curriculum vitae, letter of motivation, certificates or other documents and evidence sent to us, for the purpose of our personnel selection.

Legal Basis

The processing of your data as part of the application process is based on Section 1173a Art. 28a ABGB and on Art. 6 (1) Bst. b GDPR. If an applicant wishes to be included in an applicant pool for possible future cooperation, we require consent for this in accordance with Art. 6 para. 1 let. a GDPR.

Disclosure of Data

Your data will not be passed on to third parties without your consent. There is also no automated decision-making according to Art. 22 GDPR.

Duration

If no employment takes place, we delete your data within 6 months in order to be documented for any legal proceedings.

IV. Data Security

We use the common TLS/SSL procedure in connection with the highest encryption level supported by your browser when visiting our website. You can tell whether an individual page of our website is transmitted in encrypted form by the closed display of the key or lock symbol in the address bar of your browser.

In addition, we use other appropriate technical and organizational security measures to protect your data against accidental or intentional manipulation, partial or complete loss, destruction or against unauthorized access by third parties. Our security measures are continuously improved in line with technological developments.

As of: April 2019