

Privacy policy for applicants to Grant Thornton Rechtsanwaltsgesellschaft mbH

How we handle your data and your rights

Information under Art. 13 f. of the EU General Data Protection Regulation

Grant Thornton AG Rechtsanwaltsgesellschaft mbH (“GT” or “we”) appreciates your interest in working for GT and your application. The security and protection of data when processing data as part of processing your application is very important to us. We would therefore like to let you know what personal data we collect, what purposes we use them for and what data protection rights you have. This policy is updated as necessary and made available to you.

1. Who is responsible for data processing and who can I contact?

The controller within the meaning of the EU General Data Protection Regulation (“GDPR”) and of other national data protection legislation of the Member States (in Germany, the Federal Data Protection Act [Bundesdatenschutzgesetz], “BDSG”) and of other data protection regulations is:

Grant Thornton
Rechtsanwaltsgesellschaft mbH
Ganghoferstraße 31
80339 Munich

Tel.: +49 89 36849 0
Email: datenschutz@de.gt.com

Data protection officer contact information

CONCEPTEC GmbH
Thorsten Werning (certified DPO)
Bleichstraße 5
45468 Mülheim an der Ruhr

Tel.: (0208) 69609-0
Fax: (0208) 69609-190
Email: Datenschutzbeauftragter@de.gt.com

2. What sources and data do we use?

When you provide application documents using our online application tool, by email or post, through recruitment consultants or agents, or by any other means of communication, personal data and any special categories of personal data will be processed to carry out the application process. For the application process, we process your contact details and personal data as well as all the data you provide us with during the application process. This concerns the following personal data:

- First and last names and date of birth
- Address, email address and telephone numbers
- CV and cover letter
- Certificates, qualifications and references
- Other data that you voluntarily provide us with, e.g. interests and hobbies
- If you activate recording/transcription on Teams, transcription and recording data
- Any health data in the form of voluntary information on physical limitations, e.g. severe disability

If the data you provided are special categories of personal data as defined by Art. 9 GDPR, they are subject to special protection.

If we consider it necessary in order to fill the post, we do not exclude collecting personal data about you from third parties. This may include conducting research on the internet or on social media (e.g. LinkedIn, XING). Please see the supplementary information in Section 12 in this regard.

If employment comes about, all the personal data you have provided us with for the application process will be transferred to your personnel file.

3. What do we process your personal data for (purpose of processing) and on what legal basis?

Below we inform you about what we process your data for and on what legal basis. We process your personal data in a pseudonymised or anonymised way if the specific purpose allows.

3.1 Decision on establishing/carrying out employment (Art. 6(1)(b) and (f) GDPR)

We process your personal data to decide whether to employ you. At the same time, the personal data serve as the basis to carry out any established employment.

3.2 To comply with a legal obligation (Article 6(1)(c) GDPR)

We are subject to various legal obligations arising from statutory requirements, e.g. the Public Accountant Act [Wirtschaftsprüferordnung] (“WPO”), the Professional Charter for Public Auditors and Audit Firms [Berufsordnung für Wirtschaftsprüfer und Wirtschaftsprüfungsgesellschaften] (“BS WP/vBP”), the Money Laundering Act [Geldwäschegesetz] (“GwG”), the Commercial Code [Handelsgesetzbuch] (“HGB”), the EU Market Abuse Regulation (“MAR”) and the EU Audit Regulation, as well as from regulatory requirements, such as those of the Federal Financial Supervisory Authority (“BaFin”) and tax authorities. These obligations also apply to due diligence when selecting new employees and constitute lawful data processing based on compliance with legal obligations under Art. 6(1)(c) GDPR.

3.3 Based on your consent (Art. 6(1)(a) GDPR, Section 26(2) BDSG)

Any processing of your personal data beyond the purposes of conducting the application process must be legitimised by individual consent. If you give us your consent to the processing of personal data, this consent is the legal basis for the processing stated in that case. This particularly includes the consent you have given to:

- Processing your data for a period longer than six months after conclusion of the application process or on rejection
- Inclusion in our talent pool
- Recording/transcription during an interview on Teams

You can withdraw your consent at any time with effect for the future by contacting the controller or data protection officer (see Section 1 for contact details).

4. Who receives my data?

Your personal data will only be disclosed in compliance with the duty to keep confidentiality and only as permitted by a legal basis.

For the application process we use a specialised software provider. This party acts as a service provider for us and may gain knowledge of your personal data in the context of maintenance and work on the systems. We have concluded a data processing agreement with this provider, which ensures that the data are processed in a permitted way. Within the organisation only persons that need access to your data for the proper processing of your application have access to them.

By submitting your application, you are providing your personal data to the responsible service line and the responsible human resources department within GT.

5. How long will my data be stored for?

Your personal data will be processed and stored for the duration of the application process. If you are taken on, the information you provide will be stored as employee data and processed for the duration of your employment.

If you are not taken on, your personal data will be stored for six months after the application process has ended, in compliance with the provisions of the General Act on Equal Treatment [Allgemeines Gleichbehandlungsgesetz – AGG].

If you have given us your consent, we will store your personal data from the application process for the period specified in the declaration of consent.

6. Are my data transmitted to third countries?

As a rule, your personal data are processed within the European Union (“EU”) or the European Economic Area (“EEA”). Information may only be transmitted to third countries in exceptional cases (e.g. disclosing personal data within the GT network) as far as this is necessary to carry out the application process or is legally prescribed or you have given us your consent. Third countries are countries outside the EU and/or EEA for which it cannot be automatically assumed that there is an adequate level of data protection in accordance with European requirements.

Where transmitted information also includes personal data that are transferred without being pseudonymised or anonymised, we ensure before transferring that an adequate level of data protection is guaranteed in that third country or with that recipient in the third country. This may result from a European Commission “adequacy decision”, or be ensured by using the “EU standard contractual clauses” or by concluding an intercompany agreement with strict rules within the GT network.

7. Do I have a duty to provide data?

As part of the application process, we need to process certain personal data in order to be able to assess an applicant's professional and personal suitability for a certain position and to ensure that the application process is fair to other applicants. If these data are not provided, GT will generally not be able to carry out the application process. This does not apply to data we process with consent.

8. Will my data be used for automated decision-making and profiling?

We do not use automated decision-making based on Art. 22 GDPR to establish, carry out or terminate employment.

We do not process your data in an automated manner to evaluate certain personal aspects (“profiling” under Art. 4(4) GDPR). We do not use profiling.

9. What data subject rights do I have?

You have the right to obtain information about your stored personal data free of charge at any time (Art. 15 GDPR, Section 34 BDSG). Furthermore, you have the right at all times to request rectification (Art. 16 GDPR) or erasure (Art. 17 GDPR, Section 35 BDSG) of your data if not precluded by any statutory regulations or storage periods. You may request the restriction of processing (Art. 18 GDPR) of your data and lodge an objection to the processing of your data (Art. 21 GDPR). You also have the right to data portability (Art. 20 GDPR). Furthermore, you may lodge a complaint with the responsible data protection supervisory authority concerning our processing of your personal data (Art. 77 GDPR, Section 19 BDSG).

You also have the right to withdraw your declaration of consent under data protection law at any time (Art. 7(3) GDPR). The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal. This also applies to withdrawing consent declarations made to us before the GDPR came into force. In this case, all personal data stored based on consent shall be erased unless another legal basis for continued storage exists under the law.

11. Security

GT protects your data using technical and organisational security measures to prevent accidental or intentional manipulation, loss, destruction or access by unauthorised persons. Our security measures, e.g. data encryption, are regularly improved according to the development of technology. Furthermore, our employees and service providers are obliged to maintain confidentiality in handling your personal data.

12. Supplementary information on the processing of personal data not collected from the data subject (Art. 14 GDPR)

If personal data are processed as part of the application process that we have not obtained from you directly, the following supplementary information also applies:

Categories of data that we can process are information about you that is generally accessible on the internet or can be researched on social media platforms (e.g. LinkedIn, XING). Furthermore, this may be data about previous employment. The legal basis for this data processing is Art. 6(1)(f) GDPR, our interest being to find the most suitable applicants for the posts in question.

If we process data that we have not collected from you, we will inform you separately about the source of the personal data if you do not already have this information. For the further information necessary under Art. 14 GDPR, please see the information in this privacy policy.

13. Further information

The data protection team and the data protection officer are available for your questions (see Section 1 for contact information).

You can find the general privacy policy for our website at <https://www.grantthornton.de/en/privacy-policy/>