

Terms of use and information on data protection for applicants and test participants

Terms of use and information on data protection for applicants and test participants

§ 1 Preamble

INFO GmbH - Institut für Organisationen, Kloster Arnsburg, 35423 Lich, is a service company that provides its customers with tools for personnel selection and potential analysis, among other things. These also include optional modules for the administration of participants.

On behalf of our customer/client, INFO GmbH offers you a platform on these Internet pages at to participate in an internal or external application or feedback or potential assessment process. The pages may be used by you, among other things, to submit an online application, to participate in online tests or to make an appointment in the context of application or feedback processes on the basis of these provisions.

§ 2 Definitions

Client: The client of INFO GmbH is the company or organization at which you are participating in an internal or external application or feedback or potential assessment process.

Participants: The persons who use these Internet pages, for example, to submit an online application, to participate in online tests, or to make an appointment as part of application or feedback processes are participants.

INFO GmbH - Institute for Organizations: INFO GmbH is the service provider that processes your data on behalf of the client within the scope of the above-mentioned purposes (commissioned data processor). Within this framework, there are the following subcontractors:

Company/ Subcontractor	Address/Country	Power
moreDATA GmbH	Neuen Bäue 22, D-35390 Giessen	Subcontractor for programming and system maintenance of the test procedures and the control tool
Hostserver GmbH	Biegenstraße 20, D-35037 Marburg, Germany	Subcontractor of moreDATA GmbH; server provider and responsible for the operation and maintenance of the server hardware and basic software as well as their security

§ 3 Functionalities

Depending on which modules our client has chosen, you will be

- directed to an online form where, from the client's point of view, personal data relevant for the purpose (typical data categories from internal / external application procedures, such as contact data, educational, professional qualification certificates) are collected.
- guided to an online test in which you work through modules from different competence areas (e.g. intelligence and performance, knowledge elements, personality and motives) step by step.
- you will be redirected to an online form where you can choose an appointment within the scope of personnel selection, potential analysis or feedback processes.

The information to be collected or the test modules are determined by our client according to the purpose of use.

Access to the Internet pages is generally possible at any time of day. INFO GmbH shall be entitled to discontinue operation of these Internet pages in whole or in part at any time, provided that contractual obligations with our principal are not violated thereby.

§ 4 Data protection

A. Order Data Processing

INFO GmbH collects, stores and processes your data on behalf of our principals. INFO GmbH complies with the statutory data protection provisions, such as the German Federal Data Protection Act (BDSG) or the EU General Data Protection Regulation (DSGVO), when collecting, using and processing your personal data. All data is stored on the web server of MoreData GmbH. These are hosted by Hostserver GmbH in an ISO 27001 certified high-security data center in Frankfurt am Main.

Our principal is the entity responsible for data processing within the meaning of Section 4 No. 2 of the German Data Protection Regulation (DSGVO) that uses the services of INFO GmbH. This party determines, among other things, which functionalities are used, which data are collected and how long they are stored.

INFO GmbH does not pursue any business purpose of its own with regard to the personal data collected from you. The data obtained through the Online Test will be used in anonymized form for the purpose of continuously improving/updating the standard values or for other INFO GmbH purposes serving to improve the procedure.

B. Purpose of the data processing

Personal data may only be collected for defined, unambiguous and legitimate purposes. INFO GmbH collects, stores and uses your personal data (typical data categories from internal / external application procedures, such as contact data, educational, professional qualification certificates) as well as results of aptitude

diagnostic procedures) for a specific purpose on behalf of our client on the basis of a contract for order processing pursuant to Art. 28 DSGVO. In the case of job applications, the purpose is to process the application procedure; in the case of internal company measures, the purpose is to carry out a feedback or potential assessment procedure by our client / customer.

C. Information on data processing

Participation in application, potential analysis or feedback processes requires the collection of your personal data. The data and answers you enter will be stored in electronic form and may be viewed by the company at which you have applied or at which you are employed and which has sent you your password or TAN, as well as by INFO GmbH and its subcontractors entrusted with the processing.

No data will be passed on to other third parties, in particular no data will be transferred to third countries. I have taken note of the terms of use and data protection information and by participating I accept them. In the course of this (application) procedure, you may be invited to take online tests. By participating in the Internet-based personnel selection process, the test results will be used for decision-making on further consideration of your application in the application process or for further use in personnel development or feedback processes. In addition, your data obtained through the online test will be used in anonymized form for statistical purposes, in particular for the purpose of continuously improving/updating the norm values and other purposes of INFO GmbH serving to improve the procedure (Art. 6 (1) f DSGVO). INFO GmbH is responsible for anonymizing the data for statistical purposes.

Note: If the principal decides to use online tests, it may be that the use is realized via an interface to an existing HR / applicant management system of the principal. Depending on the type of interface, personal data will be transferred there to INFO GmbH or merely an applicant ID.

D. Duration of data storage

The company on whose behalf we act is responsible for deleting your data in accordance with the BDSG and DSGVO. The deletion periods are determined by our client. In principle, the data is stored as long as the required purpose has not yet been fulfilled. After the purpose has been achieved, your data may still be stored for a longer period of time due to legal regulations.

The specific deletion periods are defined by our principal as the responsible party within the meaning of Section 4 No. 2 of the German Data Protection Regulation (DSGVO) who uses the services of INFO GmbH. You can find out the deletion periods from our principal (responsible party) (the company at which you participate in an internal or external application or feedback or potential assessment process).

E. Disclosure and use of your personal data, category of recipients

Recipients of your personal data for the aforementioned purpose are the company on whose behalf we are acting as well as INFO GmbH as the commissioned processor and the partner companies listed above under Definitions, MoreData GmbH and Hostserver GmbH, which assist us in the provision of services. Data will not be passed on to any other third parties; in particular, data will not be transferred to third countries.

The transfer of data due to mandatory legal provisions, enforceable official or judicial orders and violations of the terms of use are excluded from the above provision.

F. Your rights

You are generally entitled to the rights of information, correction, deletion, notification obligation in connection with the correction or deletion of your personal data as well as the right to data portability. Furthermore, you can request the restriction of data processing and object to the processing of your personal data.

In addition, you have the right to lodge a complaint with the supervisory authority responsible for you.

G. Revocation of consent

If the collection or processing of your personal data is based on consent, you can revoke your consent at any time with effect for the future. The revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation.

H. Supplementary information

The provision of your personal data may be necessary for the possible establishment of a work or employment relationship or for the implementation of potential analysis and feedback processes at the company commissioning us. There is no legal obligation for you to provide your data. However, since information about you is required in the process in order to compare the fit for the establishment of a possible employment relationship or in order to participate in internal potential or feedback processes, the possible consequence of not providing it is that you as an applicant will not be adequately considered by our client or will not be able to participate in the corresponding personnel development measures.

Automated decision-making does not take place. The calculation of the test results is based on a partially automated process. The evaluation of the test results is the sole responsibility of one or more responsible persons of our client.

§ 5 Liability

Due to the nature of the Internet, INFO GmbH assumes no warranty whatsoever for the uninterrupted availability of these Internet pages. INFO GmbH shall be liable only for gross negligence and willful misconduct with respect to non-availability or damage caused by use of our portal or the individual modules.

We would like to point out that we are not liable if another person has access to the e-mail address you have provided or to the applicant portal and this person can thus view your personal data or is informed about the status and further procedure of your application. In your own interest, please ensure that you provide an e-mail address that is exclusively assigned to you. Please also note that when referring to personal third-party data (e.g. information about parents, children, others in the CV, etc.), disclosure is not permitted without the consent of these named persons.

INFO GmbH does not assume any liability should you be dissatisfied with the company's decision regarding your application with regard to the establishment or non-establishment of a work or employment relationship, an internal staffing or a further training or promotion program. INFO GmbH is also not liable for lost profits, other financial losses or personal image losses.

INFO GmbH shall be liable only for grossly negligent or intentional breaches of duty on the part of its legal representatives or vicarious agents, unless the life, body and health of a person have been damaged.

Our technical security measures on data processing systems are state of the art and are maintained on an ongoing basis.

Nevertheless, we expressly point out that the security for the transmission of data within the Internet cannot be comprehensively guaranteed by us. Other users of the Internet may be technically able to interfere with network security without authorization and to control message traffic.

Although INFO GmbH endeavors to keep these Internet pages free of viruses, INFO GmbH does not guarantee that they are virus-free. Before using them, you should ensure that you have appropriate security devices and virus scanners in place for your own protection.

Furthermore, we would like to draw your attention to the fact that actions are prohibited which impair the operability, stability or security of the system or which intend to do so, e.g. obtaining unauthorized access to the parts of these Internet pages which are only accessible after registration or introducing computer viruses or similar mechanisms. Such actions are prohibited and will be subject to civil and criminal penalties. The entry of false or misleading information is not permitted. Also the registration under foreign names as well as unjustified multiple registrations under different names are not permitted.

§ 6 Copyright

All test procedures and methods presented as part of the internal or external application or feedback or potential assessment process are protected by copyright. Making copies of these tests and methods, compiling them, distributing them or otherwise misusing them is not permitted and violates the copyrights. We expressly reserve the right to assert claims for damages in the event of any infringement.

§ 7 Contact person for questions or requests for information

If you have any questions regarding the collection, processing or use of your personal data, or if you wish to obtain information, correct, block or delete data, or revoke any consent you have given, **please contact our client** (the company in which you are participating in an internal or external application or feedback or potential assessment process).

You will receive further information on the status of your application/your status from our client (the company at which you are participating in an internal or external

application or feedback or potential assessment process .)

§ 8 Contact details of INFO GmbH

INFO GmbH – Institut für Organisationen
represented by the managing director Wolfgang Kring
Kloster Arnsburg
35423 Lich
E-mail: info@info-home.org
Phone: 06404/ 9404-0

You will find the current contact details of INFO GmbH's external data protection officer at <https://www.info-home.org/datenschutz.html>

§ 9 Competent supervisory authority

The Hessian Commissioner for Data Protection and Freedom of Information
PO Box 3163
65021 Wiesbaden
0611-14080
E-mail: poststelle@datenschutz.hessen.de