

Data protection information for applicants and their legal representatives

<p>Pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR), we hereby provide you with information on how we process your personal data and on your claims and rights under the data protection legislation.</p>	
<p>Who is responsible for data processing and who can I contact?</p>	<p>Name and contact details of the controller:</p> <p>Landesbank Hessen-Thüringen Girozentrale Public-Law Institution (Anstalt des Öffentlichen Rechts) Neue Mainzer Strasse 52-58 60311 Frankfurt am Main Phone: +49-69-9132-01</p>
	<p>You can contact our bank Data Protection Officer at:</p> <p>Landesbank Hessen-Thüringen Girozentrale Public-Law Institution (Anstalt des Öffentlichen Rechts) Data protection officer Kaiserleistrasse 29 - 35 63067 Offenbach Phone: +49-69-9132-01 Email: datenschutz@helaba.de</p>
<p>Categories of personal data being processed and sources from which these data originate:</p>	<p>We process personal data that we have received directly from you for the purpose of establishing an employment relationship. We may also obtain personal data from other sources, including external business partners, e.g. recruitment service companies. We may also receive data that you have made public on professional social networks, such as LinkedIn, or that you submit to us via other websites, such as job boards, or from other publicly available sources (only if the data is relevant to your professional life). Relevant personal data are:</p> <ul style="list-style-type: none"> • Contact details in your application profile (e.g. first and last name, country, e-mail, telephone number). • Information from the application form (including, for example, desired salary, your motivation, information on disability if applicable (only if relevant for the advertised position)). • Application documents (including, for example, CV, cover letter, data on professional development, qualifications and language skills). • Results of online procedures (e.g. personality tests, cognitive performance tests) and, if applicable, video interviews. Also personal impressions that you leave behind in the context of assessment centres, data in connection with the evaluation and result of the assessment centre or other performance tests. • If applicable, references that you provide to us. • Account details in the event of reimbursement of travel expenses. <p>If the application procedure is followed by an employment relationship, traineeship or an internship, the data is transferred to the personnel file.</p> <p>Your data will only be processed beyond the specific application procedure if you have expressly consented to your data remaining stored in our database even after the end of the respective application procedure</p>

	<p>so that you can be contacted by us at a later date in the event of vacancies.</p> <p>Please also note the information on the use of video conferences, e.g. if job interviews are conducted online.</p>
<p>Purposes for which the personal data are processed and the legal basis for this:</p>	<p>We process your personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG), the Thuringian Data Protection Act (ThürDSG) and the Hesse Data Protection and Freedom of Information Act (HDSIG).</p>
<p>a. in order to take steps prior to entering into a contract (Art. 6(1)(b) GDPR in conjunction with Art. 88 GDPR and Section 26 (1) BDSG)</p>	<p>We process your data as part of the application process to carry out the application procedure, in particular to determine the extent to which you are suitable for the (advertised) position.</p>
<p>b. in order to protect our legitimate interests or those of third parties (Article 6(1)(f) GDPR)</p>	<p>In individual cases, we will process your data for the purposes of safeguarding the legitimate interests pursued by the Bank or by third parties.</p> <p>A legitimate interest exists, for example, if your data are required in order to assert, exercise or defend legal claims in the context of the application process (e.g. claims under the German General Act on Equal Treatment).</p>
<p>c. on account of your consent (Art. 6(1)(a) GDPR)</p>	<p>If you have given us your consent to process your personal data (e.g. for inclusion in an applicant pool), the lawfulness of this processing is based on your consent.</p>
<p>d. Processing of special categories of personal data in order to fulfil rights provided by law/in pay-scale agreements/obligations in the areas of employment and social security and social protection law (Art. 9(2)(b) GDPR in conjunction with Section 26 (3) BDSG) or on the basis of consent Art. 9 (2) (a) GDPR</p>	<p>To the extent that we process special categories of personal data, this is done in the course of the application process in order to exercise rights or to fulfil legal obligations arising from employment law, social security and social protection law.</p> <p>For example, recording of severe disability due to involvement of the councils for employees with disabilities and special obligations of public-sector employers.</p> <p>If you have also voluntarily provided special categories of personal data (such as health data, religious affiliation, degree of disability) in the letter of application or during the application process, processing will take place based on your consent.</p>
<p>Recipients or categories of recipients of the personal data:</p>	<p>Within the Bank, the entities (e.g. relevant managers, specialist departments, staff council, councils for employees with disabilities) will receive your data that they need to carry out the application process and/or to reach a decision on the filling of the vacant position.</p> <p>As part of the application management, our processor, GuideCom AG ("GuideCom"), supports us. Your application data will be encrypted and transmitted to GuideCom for this purpose.</p> <p>This includes applications we receive in paper form. GuideCom processes the data exclusively in Germany.</p> <p>The transfer of your data by us to further order processors is carried out in strict compliance with the obligation to maintain confidentiality as well as the requirements of the DSGVO and the Federal Data Protection Act.</p> <p>If your application is for vocational training, the cooperating savings banks will also receive your data, which they will need to reach a decision on the filling of training places.</p> <p>In deviation from this, we only transfer your personal data - e.g. to investigating authorities - if we are legally obliged to do so.</p>

<p>Data transfer to a third country:</p>	<p>If data is transferred to bodies whose registered office or place of data processing is not located in a member state of the European Union, another state party to the Agreement on the European Economic Area or a state for which an adequate level of data protection has been established by a decision of the European Commission, we will ensure before the transfer that, in addition to a legal authorization, there are also guarantees for an adequate level of data protection with regard to the data transfer (e.g. by agreeing EU standard contractual clauses) or that you have given your consent to the data transfer. e.g. through the agreement of EU standard contractual clauses) or that you have given your consent to the data transfer.</p>
<p>Period for which the personal data will be stored:</p>	<p>If an employment relationship comes into effect: If we initiate an employment relationship with you subsequent to the application process, we will transfer your data to your personnel file. In this case we will provide you with separate data protection information on data processing in the course of the employment relationship.</p> <p>If the application does not lead to an employment relationship: If no employment relationship is established, the application process ends with the receipt of the rejection letter. In this case we will delete your data no later than six months following receipt of the rejection letter. This does not apply if you have consented to a longer storage period, if the storage of your personal data is necessary for evidence purposes or if legal regulations prevent deletion.</p> <p>Storage due to granting of consent for inclusion in the applicant pool: If you have granted your consent to inclusion in the applicant pool, we will store your data for 12 months. If you tell us that you no longer wish to be included in the applicant pool, we will delete your data immediately.</p>
<p>Data subject rights:</p>	<p>You have the right of access pursuant to Article 15 GDPR, the right to rectification pursuant to 16 GDPR, the right to erasure pursuant to Article 17 GDPR, the right to restriction of processing pursuant to Article 18 GDPR, the right to object arising from Article 21 GDPR and the right to data portability arising from Article 20 GDPR. With regard to the right of access and the right to erasure, the restrictions pursuant to Sections 34 and 35 of the German Federal Data Protection Act (BDSG) apply.</p> <p>In addition, you have the right to lodge a complaint with a competent data protection supervisory authority (Article 77 GDPR in conjunction with Section 19 BDSG).</p> <p>The competent supervisory authority for Helaba since 1st of January 2024 is as follows:</p> <p>The Hessen Commissioner for Data Protection and Information Security Gustav-Stresemann-Ring 1 65189 Wiesbaden Credit Institutions Department Phone: +49-0611-1408-0 Fax: +49-0611-1408-900-901 Email: poststelle@datenschutz.hessen.de</p> <p>Pursuant to Section 2 (1) of the Treaty on the formation of a Joint Savings Bank Organization Hesse-Thuringia, the responsibility of the supervisory authority shall alternate between Hesse and Thuringia every four years.</p>

	You may withdraw your consent to the storage of your personal data, which you granted us for inclusion in the applicant pool at any time with future effect. In the event of withdrawal, we will delete your data from the applicant pool.
Information on whether a duty exists to make available personal data.	In the course of an application process, you only need to provide the personal data required for the establishment of the employment relationship and the fulfilment of the associated contractual obligations and the data, which we are legally obliged to collect. Without these data, we will usually be unable to conclude an employment relationship with you.
To what extent does automated decision-making (including profiling) take place in individual cases?	We use no automated processes to arrive at a decision (including profiling).
Applicants below the age of 16	In the case of applicants under the age of 16, the consent of their legal representatives may be required under data protection law.

Information on your right to object pursuant to Article 21 GDPR

Right to object in individual cases

You have the right at any time, for reasons resulting from your particular situation, to object to the processing of personal data relating to you on account of Article 6(1)(e) GDPR (data processing in the public interest) and Article 6(1)(f) GDPR (data processing for the purposes of weighing up interests); this also applies to profiling within the meaning of Article 4(4) GDPR that is based on this provision.

If you withdraw your consent, we will no longer process your personal data unless we are able to provide evidence of binding justified reasons for such processing, which prevail over your interests, rights and freedoms, or if the processing serves to assert, exercise or defend legal claims.

Right to object to the processing of data for direct marketing purposes

In individual cases, we will process your personal data for direct marketing purposes. You have the right to object to the processing of personal data relating to you for such marketing purposes; the same applies to profiling if it is connected with such direct marketing. If you object to processing for direct marketing purposes, we will stop processing your personal data for these purposes.

Recipient of an objection

The objection may be submitted informally, quoting the reference "Objection" and stating your name, address and date of birth. It should be addressed to:

Landesbank Hessen-Thüringen Girozentrale
 Public-Law Institution (Anstalt des Öffentlichen Rechts)
 Helaba Data Protection Officer
 Kaiserleistrasse 29 - 35
 63067 Offenbach
 Email: datenschutz@helaba.de