

Data Protection Information for Applicants

In accordance with Article 13 GDPR

We are pleased that you are interested in working with us and have applied or are applying for a position at Radurlaub Zeitreisen GmbH. This data protection declaration will inform you on how we process your personal data when you apply for a position at Radurlaub Zeitreisen GmbH, whether this be of your own volition or in response to an advisement from one of the Radurlaub Zeitreisen GmbH groups.

This information on data protection will also inform you about your data protection rights, including the right to object to part of the processing carried out by Radurlaub Zeitreisen GmbH. Further information about your rights and how you can exercise them can be found in the section "What rights do I have with regards to my personal data?" This data protection declaration applies in addition to our existing general data protection declaration, in which you can find concrete information on how we process your personal data when visiting our website or in the case of non-application-specific matters.

1. Person responsible and data protection officer

The person (from here on to be referred to as "company") responsible for the processing of your personal data in relation to applications to all companies under the Radurlaub Zeitreisen GmbH Group (see Article 2) is:

Klaus Schenk
Radurlaub Zeitreisen GmbH
Max-Stromeyerstrasse 57
78467 Konstanz
Germany
Telephone: +49 7531 361860
E-Mail: schenk@inselhuepfen.de

Should you have any questions in regards to this data protection declaration or should you wish to contact us for any reason in regards to the processing of your personal data, please contact our human resources department at bewerbung@inselhuepfen.de or our data protection officer. You can reach him at:

Wolfgang Homann
c/o bbcom secure Deutschland GmbH
Reichenaustraße 11
78467 Konstanz
Germany
E-Mail: datenschutz.radurlaub@bbcomsecure.de

2. Companies within the company group

Radurlaub Zeitreisen GmbH centrally assumes the care and processing of all applications to any of the companies under the Radurlaub Zeitreisen GmbH group. The following companies are those which part of the Radurlaub Zeitreisen GmbH group within the framework of central application management:

a) Radurlaub Zeitreisen GmbH
Max-Stromeyerstrasse 57
78467 Konstanz
Germany
Telefon: +49 7531 361860
E-Mail: schenk@inselhuepfen.de

b) Cycle Adventures d.o.o.
Fra Ive Perana 21
21216 Kastel Stari
Croatia
Telefon:+38552435079
E-Mail: info@cyclecroatia.com

c) Cycle Expedition d.o.o.

Lascinska cesta 143
1000 Zagreb
Croatia

d) Via Tempora d.o.o.
Lascinska cesta 143
1000 Zagreb
Croatia

e) Cycle Expeditions Tur.Ltd.Şti
Çamlık mah. Ömerler sok. no:29-1
Bodrum, Muğla
Turkey
Phone: +90 532 3351560
E-Mail: info@cycleturkey.bike

f) Cycle Expeditions Greece Mon. IKE
Plateia Agiou Nikolaou 15
Athens, T.K. 104
Greece
Telefon.: + 30 213 0453209
E-Mail: info@cycling-greece.com

3. Which of your information and personal data do we process?

Radurlaub Zeitreisen GmbH collects and process all the data which you provide us with in your application both in paper format as well as digitally (this will subsequently referred to as application data). This includes:

- Your contact details such as your name, address, telephone number and email address.
- Your application documents such as your curriculum vitae, cover letter, work experience and previous employment.
- Information about your professional experience and skills such as language skills, performance appraisals, education credentials and certificates.
- Photo of you in the case that you have freely chosen to include one in your application.
- Our notes from interviews with you and, if applicable, video interviews.
- Your desired salary, the type of employment you are looking for and the dates that you are available.

Furthermore, this applies to all other data that you share with us including all correspondence which you have with us during the application process. We may also collect, save and process special categories of personal data, such as health-related data, should you share these with us.

We may also collect the above mentioned data about you from other sources. These may include personnel service providers, references you have provided (if applicable), websites and other publically available data on the internet. This covers, for instance, data which you have clearly made public in the context of online profiles and which is not of a purely private nature. We may also collect data which you have given us through a third party website for instance from employment websites. When collecting data from other sources we do, of course, always observe all legal regulations. We look for applicants regardless of race, ethnic background, gender, religion or ideology, disability, age or sexual identity. We do not require any information from you which may not be used in accordance with the General Equal Treatment Act under German law or any other national or international equivalent. Please do not relay to us any confidential internal information or trade secrets from your former or current employer.

If you are not yet of legal age and have sent us an application we assume that you have done so with the full consent of your legal guardian. Should this not be the case, please inform us immediately.

The personal data that you provide during the application process is fundamentally done so voluntarily. However, in order to process your application or to conclude your employment contract we do require that you provide us with the requested personal data. This means that if you do not provide us with any personal data we will not be able to continue the employment process.

4. What is the legal basis on which we process your data?

The legal basis for the processing of your personal data during the application process is primarily § 26 BDSG-neu. If we collect data about you from other sources this is done so on the legal basis of a legitimate interest pursuant to Article 6 para. 1 lit. f GDPR. Our legitimate interest in such a case is to obtain a better profile of you from information which you have clearly made available to the public in accordance with Article 9 (2) (e) GDPR.

Furthermore, we may process your personal data to the extent necessary to defend ourselves against legal claims asserted against us during the application process. The legal basis for this is Art. 6 para. 1 lit. b and f. The legitimate interest here is, for instance, if we were to be assigned the burden of proof in proceedings under the General Equal Treatment Act (Allgemeines Gleichbehandlungsgesetz - AGG).

If you have been accepted for a position within the in the course of the application process, then the data from your application and from the personnel information sheet sent to you will be transferred to your personnel file (digital and analogue). In this case, we can, in accordance with § 26 Para. 1 BDSG-neu, continue to process the personal data, which you have already provided, for employment purposes.

If we are unable to offer you the position for the current job opening and if, on the basis of your profile, we believe that your application could be of interest for future job openings, we may ask whether we can store your application data in our applicant management system for a further twelve months. We will only do this if you agree to it on the legal basis of your express consent pursuant to Art. 6 Para. 1 lit. a GDPR. In this case, your data will be deleted automatically after 12 months as per your consent.

The transfer of your data to the further companies under the Radurlaub Zeitreisen GmbH group of companies (see point 2) takes place on the legal basis of Art. 6 para. 1 lit. f GDPR within the framework of the legitimate interest of a central application process for all companies within the group of companies.

If a company affiliated with the Radurlaub Zeitreisen GmbH group of companies (see point 2) has its registered office outside the EU and there is no EU Commission order for the appropriate level of data protection in the country in question, we will ensure that your rights and freedoms are adequately protected and guaranteed through appropriate contracts in accordance with EU data protection regulations. On request the company data protection officer or the human resources department responsible for you will give you information on the suitable or appropriate safeguards and how and where you can obtain a copy of these.

5. For what purpose do we process your data?

The data you provide will be processed for the handling and examination of your application and, should an employment relationship follow, for the implementation of the employment process. We collect and process your personal data in order to offer a job opening and to be able to carry out the selection process. Your data will not be processed for any other purpose.

6. Who receives your application data?

Your application data will be stored and processed by the persons that we have entrusted with the application process. This includes the transfer of your data to the appropriate offices in companies which are part of the Radurlaub Zeitreisen GmbH group of companies (see point 2) (transfer to third parties). Your data will be stored in such a way that only a small circle of specially authorized persons will have access and any other attempt to access or gain knowledge of the data will be prevented by state of the art technology. As a rule, your data will be processed in Germany.

Your application data is processed within the human resources department as well as in the department relevant to your application. Access to your personal data is always restricted to the group of people who need the information in order to complete their work.

It is possible that data processing companies which provide us with personnel services may also receive personal data if this is necessary for processing purposes. Processing will then take place in accordance with our instructions (data processor).

The data processing companies are contractually obliged to implement appropriate technical and organisational measures in order to protect your personal data and only to process it in the manner that we have contractually stipulated them to do.

Personal data will also be disclosed to authorities and/or law enforcement agencies if this is necessary for the aforementioned purposes, if it is required by law or if it is necessary to protect our legitimate interests in accordance with the applicable laws.

7. How long will the data be saved?

The applicant's data will be deleted after 6 months at end of the selection procedure.

If you have consented to your personal data being stored for a longer period of time your data will be held in our applicant management system. The data will be deleted from there after 12 months.

If you have applied in paper form and received a rejection during the application process, then your application documents will be destroyed in accordance with the above time periods.

8. What rights do I have with regards to my personal data?

You can request information about the stored, personal data, which pertains to you, at the addresses listed under point 1. In addition, under certain circumstances you may request the correction or deletion of your data. You may also have the right to restrict the processing of your data and the right to have the data that you provided to be released back to you in a structured, commonly used and machine-readable format.

Right to withdraw consent

If we process your data to safeguard legitimate interests, you may object to this processing for reasons arising from your particular situation. We will then no longer process your personal data unless we can prove compelling and legitimate reasons for doing so which outweigh your interests, rights and freedoms or in the case that the processing of the data will serve the establishment, exercise or defence of legal claims.

You may revoke the consent you have given us at any time. If you wish to revoke your consent for the processing of your personal data by Radurlaub Zeitreisen GmbH, this has no effect on any processing that has already taken place.

You may contact our data protection officer or a data protection supervisory authority with a complaint.