



ST. GEORGE'S

The British International School

— Cologne —

Your Personal Data – Job Applicants

Last Updated: 19 July 2022



Who is responsible for your data

Aera Verlag GmbH will be what is known as the 'Controller' of the personal data you provide to us. This means that we will be responsible for your personal data. We collect and process personal data in the sense of the General Data Protection Regulation and the Federal Data Protection Law (Bundesdatenschutzgesetz). For issues relating to the use of personal data for recruitment, you can contact us at recruitment@stgeorgesschool.com. Aera Verlag GmbH (Heisterbacher Str. 240, 53332 Bornheim) is legally responsible as the data controller, and can be contacted on 0049 2233 808870.

What data we collect

During the application process, we ask you for a variety of personal data:

- Name, address, photograph, date of birth, nationality, visa status and contact details
- Employment history, including current salary and referees' contact details
- Qualifications
- Criminal records check
- Passport scan



Why we need your data

We need your personal data in order to:

- Select the most suitable applicants for the vacancy
- Ascertain the appropriate salary spine point for the successful candidate
- Ascertain whether a candidate has the right to work within the EU
- Identify other possible vacancies for which the applicant would be suited
- Ensure that we fulfil the best practice for safeguarding children
- If you are appointed, provide this basic data to our Human Resources Department to form the basis of your personnel file

We will not store or process any personal data from you we do not need in order to fulfil these purposes. The legal basis for the collection and processing is Article 6 Clause 1 (a) of the GDPR in cases where an explicit consent for the processing of the data has been made, and Article 6 Clauses 1 (b) and 1 (f) of the GDPR otherwise.



What we do with your data

All the personal data we process is processed by our staff in Germany. These staff may also process data whilst outside of Germany but within the European Union or another country offers a comparable adequate level of data protection. For the purposes of IT hosting and maintenance, this information is located on servers within the European Union.

We do not grant third parties access to your personal data unless we are legally compelled to do so. The only exceptions to this rule are the other companies in the St. George's Group (currently Aera Verlag München GmbH and Aera Verlag Duisburg GmbH). Since certain administrative responsibilities within the St. George's Group are conducted by particularly qualified employees at the Munich, Cologne and Duisburg sites, the data processing can, in some cases, be conducted by an employee of a St. George's company, who technically is not an employee of the company with whom you have a contractual relationship. All employees of St. George's Schools are bound by the same duties, and as such there will be no negative impact on our high standards of data protection. There are contractual arrangements between the St. George's Schools to guarantee that data protection regulations are observed.

If you are not appointed, your data will be deleted within three months of the position for which you applied being filled, unless you opt to be part of our talent pool. You can choose to be deleted from our talent pool at any time by contacting recruitment@stgeorgesschool.com. All applications will be deleted at most 12 months after receipt. If you are appointed, your data will be held for longer in line with our duties under German law; the details of this retention schedule will be provided upon appointment to the post, and can additionally be requested from recruitment@stgeorgesschool.com at any time. For all employees, German tax law mandates us to retain certain key documentation for a period of ten years.



Your Rights

You have the right to be informed by the data controller about your personal data, as well as the right to correction or deletion or the restriction of the processing of personal data. You also have the right to object to the processing of personal data. To do so, please contact recruitment@stgeorgesschool.com.

If you have given consent to your data being processed, you have the right to fully or partially revoke this consent at any time.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. You can contact this individual by email at dataprotection@stgeorgesschool.com.

If you believe we are processing your personal data not in accordance with the law you can complain to the relevant regional authority, the Landesdatenbeauftragter für Datenschutz und Informationsfreiheit Nordrhein-Westfalen. Additionally, if you live within the EU but outside of North-Rhine-Westphalia, you can instead complain to the data protection authority responsible for your place of residence.



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Data Protection Officer

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