

DATA PROTECTION DECLARATION FOR APPLICANTS

of Messe Congress Graz Betriebsgesellschaft m.b.H.

Status: August 2025

DATA PROTECTION DECLARATION FOR APPLICANTS**1. WHO IS RESPONSIBLE FOR DATA PROCESSING AND WHO CAN YOU CONTACT?**

We, Messe Congress Graz Betriebsgesellschaft m.b.H., are committed to protecting the personal data of our applicants during the application process. This privacy policy informs you about the type, scope and purpose of the collection and processing of your personal data as part of your application process.

The controller within the meaning of the General Data Protection Regulation (GDPR) and other data protection regulations is us, Messe Congress Graz Betriebsgesellschaft m.b.:

Messe Congress Graz Betriebsgesellschaft m.b.H.

Messeplatz 1, 8010 Graz

Tel: +43 (0)316/8088-0

Fax: +43 316 8088-250

E-Mail: office@mcg.at

If you have any questions about data protection or data processing or wish to assert your data protection rights, you can contact our [data protection officer](#) at any time:

Digital Inspire GmbH

E-Mail: datenschutz@mcg.at

2. PURPOSE OF DATA PROCESSING

We process your personal data exclusively as part of the application process. This includes:

- Checking and assessing your suitability for the advertised position.
- Communication with you in connection with your application
- Carrying out a selection procedure (in particular job interviews)
- Preparation of an employment contract if you are hired

3. LEGAL BASIS FOR DATA PROCESSING

Your personal data is processed on the basis of the following legal grounds:

- for the implementation of pre-contractual measures (Art 6 para 1 lit b GDPR),
- to safeguard our overriding legitimate interests in carrying out an efficient application process (Art 6 para 1 lit f GDPR), and
- in the context of voluntary consents (Art 6 para 1 lit a GDPR):

DATA PROTECTION DECLARATION FOR APPLICANTS**4. WHAT IS PERSONAL DATA AND WHICH DATA DO WE PROCESS?**

Personal data is information that relates to persons whose identity is identified or identifiable (such as name, date of birth, address, etc.).

We process the following data from you as part of the application process.

- Master data (in particular name, contact details, date of birth)
- Communication data (e-mail, telephone, correspondence)
- Your application documents (cover letter, CV, certificates, qualifications, training, professional experience, references)
- If applicable, image data (if you send us photos or videos)
- If applicable, special categories of personal data in accordance with Art. 9 GDPR (e.g. health data, if provided by you)
- Bank details (IBAN, BIC), if applicable

5. ARE YOU OBLIGED TO PROVIDE YOUR PERSONAL DATA?

You are not obliged to provide us with your personal data. However, if you do not do so, we will unfortunately not be able to consider your application any further, as the provision of the above-mentioned personal data is necessary to carry out an efficient application process.

Image data is not mandatory.

6. WILL YOUR PERSONAL DATA BE PASSED ON?

Your personal data will only be passed on to persons within our company who are involved in the application process (in particular the HR department, head of department and management).

Your data will only be passed on to third parties (recipients) if this is necessary to carry out the application process or if there is a legal obligation to do so.

7. HOW LONG WILL YOUR PERSONAL DATA BE STORED?

In the event of a rejection, your personal data will be stored for six months after completion of the application process. If you have consented to being kept on file (inclusion in the applicant pool), we will retain your personal data for up to one year, unless you withdraw your consent in advance.

If you are hired, your personal data will be transferred to your personnel file and stored in accordance with the relevant legal provisions.

8. WHAT DATA PROTECTION RIGHTS ARE YOU ENTITLED TO AND TO WHOM CAN YOU ASSERT THESE RIGHTS?

In accordance with the General Data Protection Regulation (GDPR), you have the following rights:

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- to check whether and which personal data we process about you and to receive copies of this data,
- to request the rectification, completion or erasure of your personal data that is incorrect or not processed in accordance with the law
- request that we restrict the processing of your personal data,
- object to the processing of your personal data,
- to revoke any consent previously given for processing, whereby such revocation shall not affect the lawfulness of the processing until revocation,
- to request data portability and
- to know the identity of third parties to whom the personal data is transmitted.

To exercise your rights, you can contact us or our data protection officer at any time.

9. RIGHT TO LODGE A COMPLAINT

If you believe that your personal data is not being processed in accordance with data protection regulations, you have the right to lodge a complaint with the

Austrian Data Protection Authority
Barichgasse 40-42, 1030 Wien
dsb@dsb.gv.at