Information on data protection for applicants

Last updated: Sept. 2026

Dear applicants,

Thank you for your interest in our company. In accordance with the requirements of the EU General Data Protection Regulation (GDPR), we hereby inform you about the processing of your personal data collected during the application process and your data protection rights in this regard. To ensure that you are fully informed about the processing of your personal data in the context of the application process, please take note of the information below.

1 - Data Controller

The controller in accordance with Art. 4 para. 7 GDPR and the applicable country-specific data protection regulations is:

Intrexx GmbH
Eugen-Martin-Straße 14 | 79106 Freiburg
Phone: +49 761 20703 - 0 | info(at)intrexx.com

For general questions about data protection at Intrexx GmbH, please send them to Datenschutz(at)intrexx.com.

You can reach our data protection officer by post at the above address with the addition - data protection officer - or by e-mail at: Datenschutzbeauftragter(at)intrexx.com.

2 - What data and sources do we use?

We process personal data that we have received from you by post, by e-mail, via our application management system or in the context of the use of a job board when contacting us or applying for a job.

The processed categories of personal data only include data that is related to your application. This can be general data about you (first name, last name, name suffixes and nationality, etc.), contact details (such as private address, (mobile) telephone number, e-mail address, etc.), salary expectations, earliest possible starting date, job-related performance data (e.g. in the form of (work) references and performance appraisals), data from an interview with an applicant as well as your bank account data (e.g. in the case of reimbursement of travel expenses) and, if applicable, other data that you transmit to us in connection with your application.

This may also include special categories of personal data such as health data (e.g. in the case of severely disabled status).

Your personal data is usually collected directly from you as part of the application process. In accordance with the respective terms of use of the operator, data that you have made available about yourself in publicly accessible online networks or platforms with a professional focus and job boards will be included.

Irrespective of this, there may always be constellations in which we process your personal data that are not listed here or whose purposes are not specified here. In these cases, we will then – related to the respective occasion – provide you with separate information on data protection insofar as this is required by law.

3 - What do we process your data for (purpose of processing) and on what legal basis?

3.1 Processing for the fulfilment of contractual obligations (Art. 6 para. 1 lit. b GDPR in conjunction with § 26 BDSG)

We process your personal data in accordance with the provisions of the GDPR, the German Federal Data Protection Act (BDSG), as well as all other relevant laws, insofar as they are necessary for the decision on the establishment of an employment relationship.

In accordance with Article 6 (1) (b) GDPR in conjunction with Section 26 (1) of the German Federal Data Protection Act (BDSG), we may further process the personal data provided by you as part of an application process for contractual or pre-contractual obligations arising from the employment relationship, insofar as this is necessary for the initiation, commencement, implementation or termination of the employment relationship or for the exercise or fulfilment of the rights and obligations of the employees arising from a law.

3.2 Processing based on legal requirements (Art. 6 para. 1 lit. c GDPR) or in the public interest (Art. 6 para. 1 lit. e GDPR)

We also process your data in order to be able to fulfil our legal obligations, in particular in the area of tax and social security law, or in the form of record-keeping, reporting and reporting obligations, the processing of inquiries from law enforcement authorities or other authorities as well as the defence against or assertion of legal claims, or for the reimbursement of costs in the context of a job interview. This is done on the basis of Art. 6 (1) (c) GDPR, if necessary in conjunction with § 26 BDSG.

3.3 Processing in the context of the balancing of interests (Art. 6 para. 1 lit. f GDPR)

If necessary, we also process your data in order to protect the legitimate interests of us or of third parties (e.g. authorities). This includes, among other things, the defence against legal claims asserted against us. The legitimate interest is, for example, a burden of proof in proceedings under the General Equal Treatment Act (AGG).

Your data may also be processed regularly for statistical purposes. This is generally done in anonymised form.

3.4 Processing based on your consent (Art. 6 para. 1 lit. a GDPR)

If you give us explicit consent to the processing of personal data for specific purposes, the lawfulness of this processing is given on the basis of your consent in accordance with Art. 6 (1) (a) GDPR in conjunction with Section 26 (2) BDSG. A given consent can be revoked at any time, with effect for the future (see also Section 7).

3.5 Special categories of personal data

Insofar as special categories of personal data are processed in accordance with Art. 9 (1) GDPR, this serves to fulfil legal obligations under labour law, social security law and social protection (e.g. recording of a severe disability) in the context of the establishment of an employment relationship. This is done on the basis of Art. 9 (2) (b) GDPR in conjunction with Section 26 (3) BDSG. In addition, the processing of health data may be necessary for the assessment of your ability to work in accordance with Art. 9 (2) (h) GDPR in conjunction with Section 22 (1) (b) BDSG.

4 - Who gets your data?

Within our company, only those departments that need it to fulfil our contractual and legal obligations or to implement our legitimate interest will have access to your data. These include, in particular, human resources management and the specialist supervisor.

Within our company, your data can be viewed by all managers in order to find suitable persons to fill a position, if you have (also) decided to make an unsolicited application.

We will only pass on information about you outside the company if this is permitted or required by legal or regulatory obligations (e.g. law enforcement authorities), if the disclosure is necessary for the fulfilment of legal obligations (e.g. for the reimbursement of travel expenses), if we have your consent or if we are authorised to provide information.

Your personal data is generally processed on our behalf on the basis of order processing agreements in accordance with Art. 28 GDPR. In this case, the categories of recipients are providers of internet services and providers of applicant management systems.

5 - Is data transferred to a third country or to an international organization?

If we process data in a third country (i.e. outside the European Union (EU) or the European Economic Area (EEA)) or if this is done in the context of the use of third-party services or disclosure or transfer of data to third parties, this will only take place if it is done for the fulfilment of our (pre-)contractual obligations, on the basis of your consent, on the basis of a legal obligation or on the basis of our legitimate interests. Subject to legal or contractual permissions, we will only process or have the data processed in a third country if the special requirements of Art. 44 et seq. GDPR are met. This means that the processing is carried out, for example, on the basis of special guarantees, such as the officially recognised determination of a level of data protection corresponding to the EU or compliance with officially recognised special contractual obligations (so-called "standard contractual clauses").

6 - How long will your data be stored?

We process your personal data for as long as it is necessary to decide on your application.

If we are unable to make you a job offer, you reject a job offer or withdraw your application, we reserve the right to store the data you have submitted with us on the basis of our legitimate interests (see section 3.3) for up to six months from the end of the application process (rejection or withdrawal of the application). The data will then be deleted and the physical application documents destroyed. The storage serves in particular as evidence in the event of a legal dispute. If it is evident that the data will be required after the expiry of the 6-month period (e.g. due to an imminent or pending legal dispute), deletion will only take place when the purpose for further storage no longer applies.

Longer storage may also take place if you have given your consent or if statutory retention obligations preclude deletion.

If an employment relationship, apprenticeship or internship relationship or similar arises after the application process, your data will initially continue to be stored if necessary and permissible and then transferred to the personnel file.

Finally, the storage period is also assessed according to the statutory limitation periods, which can be up to 30 years, for example according to §§ 195 et seq. of the German Civil Code (BGB), whereby the regular limitation period is 3 years.

7 - What data protection rights do you have?

You can request information about the data stored about you at the above address (Art. 15 GDPR). In addition, you can request correction if we have stored incorrect data about you (Art. 16 GDPR). In addition, under certain conditions, you can request the deletion of your data (Art. 17 GDPR) or assert the right to object (Art. 21 GDPR). You also have the right to restrict the processing of your personal data (Art. 18 GDPR) and a right to the release of the data you have provided (Art. 20 GDPR). The restrictions on the right to information and the right to erasure apply to the restrictions set out in Sections 34 and 35 of the Federal Data Protection Act.

In addition, there is a right of appeal against the State Commissioner for Data Protection and Freedom of Information, Königstrasse 10 a in D-70173 Stuttgart (Art. 77 GDPR in conjunction with § 19 BDSG). The right of appeal exists without prejudice to any other administrative or judicial remedy.

If the processing of data is based on your consent, you are entitled to revoke your consent to the use of your personal data at any time in accordance with Art. 7 GDPR. Please note that the revocation will only take effect for the future.
Processing that took place before the revocation is not affected.
Please also note that we may have to retain certain data for a certain period of time in order to comply with legal requirements.

8 - Information about your right to object in accordance with Art. 21 GDPR

You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you that is carried out on the basis of Art. 6 (1) (e) GDPR (data processing in the public interest) and Art. 6 (1) (f) GDPR (data processing on the basis of a balancing of interests); this also applies to profiling based on this provision within the meaning of Art. 4 No. 4 GDPR.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

In order to protect your rights, you are welcome to contact the contact details given in section 1.

9 - What happens if you don't provide your data?

The provision of personal data as part of the application process is neither legally nor contractually required. You are therefore not obliged to provide any information about your personal data.
Please note, however, that this is necessary for the decision on an application or the conclusion of a contract in relation to an employment relationship with us. If you do not provide us with personal data, we cannot make a decision to establish an employment relationship. We recommend that you only provide personal data in your application that is necessary to complete the application.

10 - Automated decision-making

Since the decision on your application is not based exclusively on automated processing, no automated decision takes place in individual cases within the meaning of Art. 22 GDPR.