

Data protection notice

Job applicants

1. Contact Information of the Person responsible for data processing

Person responsible:

Allgemeine Repräsentationsanstalt
Austrasse 79
LI-9490 Vaduz
T +423 237 47 57
F +423 237 47 67
arepa@arepalaw.li

2. General Information about Data Processing

Processing of Personal Data

The processing of personal data of applicants is limited to the data that you have provided to us by submitting your application documents.

Your Rights (Rights of the People Concerned)

You have the right to demand information from us about the personal data we process relating to you. In particular, you may demand information about the purposes of the processing, the category of personal data that is being processed, the categories of recipients to whom your data has been or will be disclosed, the planned storage period, the existence of a right to rectification, erasure, limited processing or objection, the existence of a right to complain, the origin of your data, insofar as these were not gathered by us, as well as the existence of an automated decision-making procedure including profiling. If you have agreed to the processing of your data, you may revoke this at any time. If you believe that the processing of your data infringes existing data protection laws or violates your data protection rights in any way, you have the right to complain to the supervisory authority.

ALLGEMEINE

REPRAESENTATIONSANSTALT

Contact details of the supervisory authority:

Liechtenstein Data Protection Office

Städtle 38, P.O. Box 684

9490 Vaduz

Liechtenstein

T +423 236 60 90

info.dss@llv.li

3. Definition and Extent of the Data Processing

Data Collection from Job Applicants

We inform you that your personal data such as name, title, address, telephone number, date of birth, education, occupation, salary expectations as well as data and images contained in the cover letter, CV, motivation letter, certificates or other documents sent to us may be processed for the purpose of our personnel selection.

Legal Basis

Data processing is based on the statutory provisions of Art. 6 (1) (a) (consent) and (b) (required for contract fulfilment) GDPR.

If an applicant wishes to be admitted to a pool of applicants for possible later cooperation, we need the consent in accordance with Art. 6 Abs 1 Bst. a GDPR.

Information Disclosure

Your data will not be passed on to third parties without your consent. There is also no automated decision-making pursuant to Art. 22 GDPR.

Storage Period

If you are not employed, we will delete your data within 6 months in order to be documented for legal proceedings, if any.

4. Data Security

Protection of personal data takes place through appropriate organizational and technical precautions, which assure protection against unauthorized access and prevent data breaches. In case of any data breach, we will promptly report to the affected person and the relevant authority. Unifinanz Trust reg. applies safety standards compliant to data protection law. However unauthorized access and improper use of data by third parties cannot be completely excluded therefore we cannot accept any responsibility or liability.