

Application Software Policy

Data protection policy for job applications at Intellect Commodities Pvt Ltd

Intellect Commodities Pvt Ltd staffs are absolutely committed to protecting the personal data of job applicants, staff members, contractual partners and any other third parties connected to us.

Intellect Commodities Pvt Ltd (ICPL) processes personal data collected when you visit our website exclusively in accordance with the Indian law on data protection and data security – the 2000 Data Protection Act (BGBl. I No 165/1999 idgF.) – and is accordingly registered under DVR 0729833 in the Data Processing Register of the Indian Data Protection Authority.

This data protection policy informs you of how Intellect Commodities Pvt Ltd (ICPL) uses the information collected when you visit our job application website. For this reason, in accordance with the relevant legal provisions on data protection, we inform you of how we collect, process and use your data when you submit a job application online.

Please read the following information and terms carefully before sending us your data.

Purposes of data collection

If you wish to submit an online job application to Intellect Commodities Pvt Ltd (ICPL), we will need some of your personal details for this purpose. We are committed to handling your details confidentially. The submitted data will be processed exclusively for the purpose of selecting a candidate.

What data do we collect?

When you complete our online job application, we collect information that is necessary for the recruitment process at Intellect Commodities Pvt Ltd (ICPL). The following application data are therefore collected and processed:

The job you are applying for
Form of address (gender)
Title
First name
Last name
Date of birth
Nationality
Address
Zip code / city
Country
Telephone number
Email address
Do you possess a work permit (yes/no)?
Have you completed your national military or alternative service (yes/no/exempt)?
Driver's license class
Currently/last employed by company (from - to)
Last occupation
Desired scope of employment
Earliest possible start of employment
Monthly desired wage
How did you find out about us (source/medium)?
Files you send us in connection with your application (CV, cover letter, references, ...)

By registering your application, you acknowledge and agree that you may be contacted and informed in writing and / or by phone in connection with the application process. Please be aware that your data is not stored anonymously but is accessible to the relevant staff members at Intellect Commodities Pvt Ltd(ICPL) in connection with the vacant position. If we currently have no suitable vacancies for the respective candidate, their data will be stored and kept on file for a later time.

Application information

We are looking for the best applicants, irrespective of race, ethnic origin, gender, religion or beliefs, disability, age or sexual identity. We do not require any information that cannot be used in accordance with Austrian Equality law or any other national or international equality law.

Please do not relay any confidential internal information, let alone business secrets, of your former or current employer to us.

Who do we share your personal information with?

Any information you provide us with is kept confidential and only passed on within Intellect Commodities Pvt Ltd(ICPL) to whoever is responsible for the respective application process.

Processing and deleting your application

You can have your application modified or deleted at any time and ask us for our help in doing so by contacting our team under bewerbung@ikarus.at. Your personal data is then deleted according to the respective applicable legal provisions. This does not apply if there are legal provisions that preclude deletion or if continued storage is necessary for the purposes of preserving evidence or if you have agreed to a longer storage period. Personal data will be deleted after the application process has been completed or, at the latest, 12 months after the application process has been completed, unless you have agreed to a longer retention period. If your application results in the conclusion of a contract, your data may be stored and used for the purposes of the usual organisational and administrative processes and in accordance with the relevant legal provisions. You of course have the right to withdraw your application at any time.

Security

We are committed to ensuring the security of your data. For this reason, we have introduced physical, electronic and administrative processes to protect the information we collect. Only those persons who require access to your personal data in order to fulfill their work duties shall have access to them.

Consent

By activating the checkbox, you confirm that you have read and that you consent to the information provided in this data privacy policy on how your personal data is processed and used. You furthermore confirm that your details are correct.

Contact

If you have any questions about our data protection policy or wish to exercise your right to information or right of withdrawal, please contact bewerbung@ikarus.at or +43 (0) 1 58995-0.

Changes to this data protection policy

We reserve the right to adapt this data protection policy to technical and legal requirements at any time.

Date: October 2017

Please note:

If you have reached this page while completing an online job application, you may now close the window and send off your application!