

Your application and data protection

OHB LuxSpace protects the personal data submitted by its candidates for recruitment. Information about the applicants is recorded and managed on OHB LuxSpace's Human Resources (HR) databases and tools.

Please be hereby advised on the use of OHB LuxSpace internet pages: [LuxSpace.lu](https://luxspace.lu) - Data Protection

The following outlines the process by which OHB LuxSpace collects, manages, and uses the data which are provided by candidates:

Purpose of processing

- To make and monitor employment decisions, and also to meet statutory obligations.
- To support OHB LuxSpace's compliance with legislation on the eligibility to work at the location of the vacancy, to comply with security laws and regulations, and to comply with export control laws and regulations.
- Selection and recruitment of employees, temporary agents, contract agents, students, interns, and trainees.
- Management of applications at the various stages of these selections.
- Maintenance of a reserve list.

Identity of the data controller

LuxSpace Sàrl, represented by the Managing Director of LuxSpace Sàrl, located in Betzdorf, Grand Duchy of Luxembourg.

Data and types of data being processed

OHB LuxSpace will process the data (including the personal data submitted) of candidates who apply for the open vacancies or of those who apply spontaneously (general applications). The information is mainly collected at the time of application. OHB LuxSpace will process the personal data which candidates provide through OHB LuxSpace's electronic application tool(s) (or via e-mail or courier), in particular:

- Personal data allowing the candidate to be identified, i.e. (such as) surname, first name, date of birth, gender.
- Information provided by the candidate to support the selection process, i.e., address information such as street, postcode, town, country, telephone, fax, e-mail.
- Information provided by the candidate to verify whether (s)he fulfils the eligibility and selection criteria laid down in the vacancy notice or by statutory regulations, i.e., information (such as) about nationality, languages, education, previous working experience, fulfilment of military/civil service duties, criminal convictions, export regulations, security clearances etc.

Recipients of the data processed

- A limited number, on a need-to-know basis, of staff of OHB LuxSpace's Human Resources, Management and Administration as well as the concerned hiring managers and their assessment or administrative staff.
- Provided your consent, indicated via the application tool(s) in use, or otherwise, your personal data may be used to be checked for other positions in the OHB Group.

Legal basis and lawfulness of processing

- For vacancies at premises in the European Union, the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data applies.
- The selection procedures are necessary to ensure a good, fair and adequate HR hiring process.
- All OHb LuxSpace staff members are advised to read and comply with OHb LuxSpace's Global Data Protection Policy.

Your rights

- As a candidate, you have the right to access your data. You have a right to update or correct your personal data at any time. You also have the right to request the deletion of your personal data. You can exercise these rights by either using the respective functionalities of the electronic tool(s) applied through, or by sending an e-mail to Recruitment@luxspace.lu.

Retention period

- Regarding recruited applicants, their data will, once they are hired, be stored together with their personnel file and the retention period of this data will be the same as for the storage of the personnel file, but no longer than necessary or than legally required.
- The retention period for data relating to non-recruited applicants and non-recruited applicants on the reserve lists is one year following the last contact with the candidate, after which time such data will be destroyed.
- Provided your consent, the retention period may be extended to two years following the last contact with you, if you desire to be further considered in OHb LuxSpace talent pool(s), or on a reserve list, after which such time such data will be destroyed.

Contact information

For any questions on your rights and the exercise of your rights related to the processing of personal data (like access and rectification of your personal data), please feel free to contact the Controller of the staff selection process at this address:

LuxSpace Sàrl
9, rue Pierre Werner
L – 6832 Betzdorf
LUXEMBOURG

Recourse

In case of conflict on any personal data protection issue, you can address yourself to the above-mentioned Data Controller at the above-mentioned address. You can also contact the OHb LuxSpace Data Protection Officer at the following email address: DPO@luxspace.lu