

Date: 22/07/2022

# Privacy Policy for Electronic Applications

Thank you for your interest in working at our Institute. We take the protection of your personal data very seriously. In the following, we therefore provide information about the collection, processing and use of your data in the context of an electronic application (in accordance with the European Union's General Data Protection Regulation, referred to here as the GDPR).

## **Data collection**

When you submit an online application, we collect and process the following application data that is personal to you:

- Surname, first name
- Address
- Telephone number
- Email address
- Application documents (motivation letter, CV, references, certificates, etc.)

## **Purpose of processing/sharing data**

We collect and process your personal application data exclusively for the purpose of filling vacancies within our organisation.

(Legal basis: Section 26(1) sentence 1 of the German Federal Data Protection Act (BDSG) in conjunction with Article 88(1) GDPR)

Only the internal recruitment team responsible for the specific application process and the works council (Section 99 of the German Works Constitution Act (BetrVG)) will have access to your data. Your application data will not be used for any other purpose or passed on to third parties.

## **Retention period for application data**

Provided that an employment or internship contract is concluded at the end of the application process, we will store the data you provided during the application in your personnel file for the purpose of the usual organisational and administrative process in compliance with ongoing legal obligations.

(Legal basis: Section 26(1) sentence 1 BDSG in conjunction with Article 88(1) GDPR)

If, on the other hand, a contract is not concluded, the data provided to us is automatically deleted six months after the application is rejected. This will not apply if legal provisions prevent deletion or if further storage is necessary for the purpose of providing evidence, for example, due to the obligation to provide evidence in accordance with the German General Act on Equal Treatment (AGG).

(Legal basis: Article 6(1) sentence 1f GDPR and Section 24(1) point 2 BDSG)

### **Storage for future job vacancies**

If we are unable to offer you any current position but, based on your profile, we believe that your application may be of interest for future vacancies, we will store your personal application data for six months (three months in the case of internships), provided that you expressly consent to us storing your data for longer. You can withdraw your consent at any time and with effect for the future.

(Legal basis: Article 6(1) sentence 1a and Article 7(3) GDPR)

### **Data security**

We have taken various technical and organisational precautions to protect the data collected in connection with your application from manipulation and unauthorised access. Please note, however, that the transmission of your message and your documents by e-mail may be unencrypted over the Internet.

### **Rights of applicants**

As an applicant, you have the right

- to confirmation as to whether data concerning you is being processed, to access the data being processed, to further information about the data processing operation and to copies of the data (see also Article 15 GDPR);
- to rectification or completion of inaccurate or incomplete data (see also Article 16 GDPR);
- to erasure of the data concerning you without undue delay (see also Article 17 GDPR), or alternatively (insofar as further processing is necessary pursuant to Article 17(3) GDPR) to restriction of processing in accordance with Article 18 GDPR;
- to receive the data concerning you and provided by you and to transmit this data to other providers/controllers (see also Article 20 GDPR);
- to lodge a complaint with the supervisory authority if you consider that the data concerning you is being processed by the provider in breach of data protection provisions (see also Article 77 GDPR).

Please refer to our [general Privacy Policy](#) with regard to the use of our website.