

Information on the collection of personal data in accordance with GDPR for applicants

Dear applicant,

During the application process, you may provide us with very personal information about yourself. With this document, we want to inform you about how we handle your data and what rights you have in connection with data processing in our company.

I. Contact information

Leibniz-Institut für Plasmaforschung und Technologie e.V.
Felix-Hausdorff-Str. 2
17489 Greifswald
Phone: +49 3834 - 554 300
Fax: +49 3834 - 554 301
E-mail: welcome@inp-greifswald.de

Information on the data protection officer

Leibniz-Institut für Plasmaforschung und Technologie e.V.
Felix-Hausdorff-Str. 2
17489 Greifswald
Nadja Dahlhaus
Phone: +49 3834 - 554 313
Fax: +49 3834 - 554 301
E-mail: dahlhaus@inp-greifswald.de

Supervisory authority

The State Commissioner for Data Protection and Freedom of Information Mecklenburg-Vorpommern
Lennéstraße 1 , 19053 Schwerin
Phone 0385 59494 0
E-mail address info@datenschutz-mv.de

II. Scope of processing

We collect your personal data in direct contact with you as explained below. In addition and to the extent necessary for the evaluation of your application, we may process data that may have been obtained from other bodies or from other third parties or publicly available sources for the following purposes:

- We process your data if this is necessary for **carrying out a pre-contractual measure** in accordance with point (b) of Art. 6(1) of the GDPR in conjunction with sect. 26 of the BDSG [German Data Protection Act].

This concerns the following pre-contractual purposes:

- Examination and assessment of your suitability for the position to be filled,
- Performance and behavioural assessment to the extent permitted by law,
- Possibly registration and authentication for applications via our website,
- Possibly preparing the employment contract,

- Demonstrability of transactions,
- Travel and event management, booking for business trips and travel expenses accounting, authorisation and identity card management,
- Cost recording and controlling,
- Contract-related communication (including scheduling of appointments) with you

In this context, the data that you provide to us in the application letter will be processed. To assess the suitability for the position to be filled, we regularly process: Salutation/gender, address data, personal data, residential address, professional activities, current job, citizenship, professional qualification, professional experience, start/end of employment, professional development, parental status, date of birth.

The data are necessary for the proper execution of the selection procedure. If you do not provide us with the information, we may not be able to consider your application. You are not legally obligated to provide the data.

- We process your data if you have given us your **consent** in accordance with point (a) of Art. 6(1) of the GDPR or in accordance with point (a) of Art. 9(2) of the GDPR.

You can give your consent for:

- Obtaining references from previous employers
- Consent to retain your application and store it for longer in an applicant pool for later vacancies

We may obtain your consent to the processing of data separately. You can withdraw your consent at any time with effect for the future. The withdrawal of consent shall not affect the legality of the processing carried out on the basis of the consent before the withdrawal.

- If a life-threatening emergency occurs and you require medical assistance, we base the processing of your data on point (d) of Art. 6(1) of the GDPR to protect your **vital interests**.

This includes but is not limited to the transfer of relevant data to ambulance paramedics, doctors or other emergency personnel.

- Data may also be processed in our **legitimate interest** in accordance with point (f) of Art. 6(1) of the GDPR.

Our legitimate interest in data processing is:

- Fraud prevention;
- Measures to ensure and improve the security of IT systems;
- Measures to protect our company from illegal acts;
- Asserting claims for damages;
- Internal administrative purposes, in particular the exchange of data within our company;
- Assertion of legal claims and defence in the event of legal disputes – if applicable, transfer of data to legal representatives working for us;
- Ensuring uniform applicant management and quality standards within our company

Our company does not use automatic evaluation systems for data processing.

III. **Data retention time**

We store the data collected for the application for a period of a 6-month after completion of the application procedure. After this period has expired, the data collected for the application will be erased or, if erasure is not possible, they will be blocked. In the event that you have consented to further storage of your personal data, we will transfer your data to our applicant pool. The data will be erased from it after two years. If the contact with us was established via an agency or consultant, we store your master data until the contract with the intermediary expires to be able to verify commission claims. If you have been hired for a job as part of the application procedure, the data

from the applicant data system will be transferred to our HR information system and will be used to prepare the employment contract.

IV. Transfer and involvement of foreign elements

- Recipients or categories of recipients of personal data

The data collected by us may also be passed on to third parties for specific purposes in accordance with the statutory provisions. Possible recipients are:

- Works council
- Equal opportunities commissioner
- Our own legal representatives

- External processors according to Art. 4(8) of the GDPR
 - IT service providers
 - File destruction companies
 - Website administrator

- We do not transfer your personal data to a third country and have no intention of doing so.

V. Your rights

As a data subject, you have various rights under the General Data Protection Regulation. They are

- Right of access to information about the data stored by us about you (Art. 15 of the GDPR)
- Right to rectification of inaccurate data (Art. 16 of the GDPR)
- Right to erasure of the data if there is no legal basis for further storage (Art. 17 of the GDPR)
- Right to restrict the processing of the data to certain purposes (Art. 18 of the GDPR)
- Right to data portability (Art. 20 of the GDPR), and
- Right to object to the processing of your data (Art. 21 of the GDPR).

If the processing of your data is based on your consent, you have the right to withdraw your consent at any time. The lawfulness of the processing carried out on the basis of the consent granted before the withdrawal shall remain unaffected by the withdrawal.

Separate information on the right to object under Article 21 of the GDPR

In accordance with Art. 21(1) of the GDPR, you have the right to object to processing of your personal data which is based on point (f) of Article 6(1) of the GDPR (processing to safeguard the legitimate interests of the controller or a third party), at any time for reasons arising from your particular situation.

This applies to:

- Fraud prevention;
- Measures to ensure and improve the security of IT systems;
- Measures to protect our company from illegal acts;
- Asserting claims for damages;
- Internal administrative purposes, in particular the exchange of data within our company;
- Assertion of legal claims and defence in the event of legal disputes – if applicable, transfer of data to legal representatives working for us;
- Ensuring uniform applicant management and quality standards within our company

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or unless the processing serves the establishment, exercise or defence of legal claims.

In addition, you have the right pursuant to Art. 77 of the GDPR to lodge a complaint with a supervisory authority if you believe that the processing of your data violates data protection regulations. The supervisory authority responsible for us can be found in paragraph I above.

Finally, you have the right to contact our data protection officer at any time. She is obligated to maintain confidentiality regarding your request, insofar as the processing of your data is concerned.

You can also reach our data protection officer using the contact details provided in paragraph I above.