

Information for applicants according to Art. 13, 14 of the European General Data Protection (GDPR)

Ensuring the protection of your personal data is a primary concern at FIZ Karlsruhe. We would therefore like to inform you on how, to what extent, and for which purposes we process the personal data you send to us with your application.

Responsible

Responsible according to Art. 4, clause 7 GDPR is:

FIZ Karlsruhe – Leibniz-Institut für Informationsinfrastruktur GmbH
Hermann-von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen

You will find further information on the responsible organization in our Legal Notices.

For which purposes and on what legal grounds are your data processed?

To carry out the recruitment procedure, we process personal data that we either receive directly from you (e.g., contact data, data from your letter of application, CV, references or other documents, etc.) or that were made available to us by third parties at your instigation.

We process your personal data in accordance with the regulations of the GDPR and the German Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG) in order to carry out the recruitment procedure and to assess your qualifications for the job (Art. 6 sect. 1 lit. b, Art. 88 sect. 1 DS-GVO in conjunction with § 26 sect. 1 BDSG, § 611a German Civil Code (Bürgerliches Gesetzbuch, BGB)).

Who has access to your personal data?

Only those persons within FIZ Karlsruhe who are responsible for preparing and conducting the recruitment procedure will have access to your data.

To comply with the co-determination regulations set forth in § 99 of the German Works Constitution Act (Betriebsverfassungsgesetz) the personal data will be disclosed to the local works council for the purpose of carrying out the recruitment procedure.

The representative of the severely disabled employees may also inspect your application documents within the scope of his/her statutory participation rights.

How long are your data stored?

We will process your personal data for the duration of the recruitment procedure.

If your application is rejected, your personal data will be deleted six months after the end of the recruitment procedure at the very latest. This shall not apply if the processing is necessary in individual cases for the assertion, exercise or defence of legal claims beyond this period or if statutory provisions require a longer storage period.

If you receive an employment contract, training position, or internship at FIZ Karlsruhe, the data will be included into your personnel file and further processed in accordance with the legal regulations.

Your rights

1. Right to be informed (Art. 15 GDPR)

Upon request, FIZ Karlsruhe will inform you in writing or by e-mail if and what kind of personal data we have stored about you.

2. Right to have data corrected (“Right to rectification”, Art. 16 GDPR)

Should you detect errors in your personal data stored by us, or if your personal data have changed, you have the right to have these data corrected and updated.

3. Right to have data blocked or deleted (“Right to erasure”, Art. 17 GDPR)

You have the right to have your personal data stored by us blocked or deleted, unless one of the reasons listed in art. 17 sect. 3 lit. a-e GDPR contradicts your request.

4. Right to restriction of processing (Art. 18 GDPR)

You have the right to restrict the processing of your personal data stored by us under the conditions outlined in art. 18, sect. 1 GDPR.

5. Right to data portability (Art. 20 GDPR)

You also have the right to receive your personal data that you have provided to us in a structured, common, machine-readable format.

6. Right to object (Art. 21 GDPR)

You also have the right to object at any time to the processing of your personal data on the basis of art. 6 sect. 1 lit. e or f DS-GVO on grounds relating to your particular situation.

To exercise your rights please contact us informally by mail or e-mail at one of the addresses listed below and describe your concern as precisely as possible. If necessary, we will ask you for further information in order to be able to examine your request.

FIZ Karlsruhe – Leibniz-Institut für Informationsinfrastruktur GmbH
Personalabteilung
Hermann-von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen, Germany
E-mail: [bewerbung\(at\)fiz-karlsruhe\(dot\).de](mailto:bewerbung(at)fiz-karlsruhe(dot).de)

Address of our Data Protection Officer:

FIZ Karlsruhe – Leibniz-Institut für Informationsinfrastruktur GmbH
Datenschutzbeauftragter
Hermann-von-Helmholtz-Platz 1
76344 Eggenstein-Leopoldshafen, Germany
[datenschutzbeauftragter\(at\)fiz-karlsruhe\(dot\)de](mailto:datenschutzbeauftragter(at)fiz-karlsruhe(dot)de)

In addition you have the right to appeal to the responsible supervisory authority.

Obligation to provide data

For the selection procedure to be duly conducted it is necessary that you provide personal data. If you fail to provide relevant personal data with your application, we may be unable to consider you for the job.

Automated decision-making

During the application process, we do not use any automated decision making pursuant to Art. 22 GDPR.

May 2019