



DATA PROTECTION INFORMATION FOR APPLICANTS

Information on data protection regarding our processing of applicant data in accordance with Art. 13, 14 and 21 of the General Data Protection Regulation (GDPR)

Effective: September 22, 2020

Dear Applicant,

Thank you for your interest in our company. In accordance with the provisions of Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR), we hereby inform you about the processing of personal data transmitted by you as part of the application process and, if applicable, personal data collected by us, and your rights in this regard. In order to ensure that you are fully informed about the processing of your personal data within the application process, please take note of the following information.

1. Responsible within the Meaning of the GDPR

Georg-Speyer-Haus

Head of Institute: Prof. Dr. Florian R. Greten

Paul-Ehrlich-Str. 42-44

60596 Frankfurt am Main

T: +4969-63395-0

Fax: +4969-63395-297

2. Contact Details of our Data Protection Officer

The Data Protection Officer

Paul-Ehrlich-Str. 42-44

60596 Frankfurt am Main

Email: datenschutz@georg-speyer-haus.de

3. Purposes and Legal Basis of the Processing

We process your personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG), insofar as this is necessary for the decision on the establishment of an employment relationship with us. The legal basis is Art. 88 GDPR in conjunction with § 26 BDSG for the purposes of the employment relationship, if this is necessary for the decision on the establishment of an employment relationship. Furthermore, we may process your personal data if this is necessary to fulfil legal obligations (Art. 6 para. 1 lit. c GDPR) or to defend or assert legal claims. The legal basis for this is Art. 6 para. 1 lit. f GDPR.

If you give us your express consent to process personal data for specific purposes, the lawfulness of this processing is based on your consent pursuant to Art. 6 para. 1 letter a GDPR. Any consent granted can be revoked at any time with effect for the future (see item 9 of this data protection information). In the event of an employment relationship between you and us, we may, pursuant



to Art. 88 GDPR in conjunction with Art. 26 BDSG, process the personal data already received from you for the purposes of the employment relationship to the extent that this is necessary for the implementation or termination of the employment relationship or for the exercise or fulfilment of the rights and obligations of employee representation arising from a law or a collective agreement, works or service agreement (collective agreement).

4. Categories of Personal Data

We only process data that is related to your application. This can be general personal data (name, address, contact details, etc.), information on your professional qualifications and schooling, information on further professional training and, if applicable, other data that you provide us with in connection with your application.

5. Data Sources

We process personal data that we receive from you by post or e-mail in the course of contacting you or applying for a job or that you send us via E-Mail bewerbung@georg-speyer-haus.de.

6. Possible Recipients of the Data

Within the Georg-Speyer-Haus, we pass on your personal data exclusively to those departments and persons who need this data to fulfil contractual and legal obligations or to implement our legitimate interests.

We may transfer your personal data to companies affiliated with us to the extent permitted by the purposes and legal basis set out in section 3 of this data protection information.

Your personal data is processed on our behalf on the basis of commissioned processing contracts in accordance with Art. 28 GDPR. In these cases we ensure that the processing of personal data is carried out in accordance with the provisions of the GDPR. In this case, the categories of recipients are providers of Internet service providers and providers of applicant management systems and software.

Otherwise, data will only be passed on to recipients outside the company if this is permitted or required by law, if the transfer is necessary to fulfil legal obligations or if we have your consent.

7. Transfer to a Third Country

There is no transfer to a third country.

8. Duration of Data Storage

We store your personal data for as long as necessary to decide on your application. Your personal data or application documents will be deleted at the latest six months after the end of the application procedure (e.g. notification of the decision to reject your application), unless longer storage is legally required or permitted. Beyond this, we only store your personal data to the extent required by law or in a specific case for the assertion, exercise or defence of legal claims for the duration of a legal dispute.

In the event that you have agreed to a longer storage of your personal data, we will store it in accordance with your declaration of consent.

If, following the application procedure, an employment, training or internship relationship arises, your data will continue to be stored, if necessary and permissible, and then transferred to the personnel file.



If applicable, you will receive an invitation to join our pool of applicants following the application procedure. This will allow us to consider you in our selection process for suitable vacancies in the future. If we have your consent, we will store your application data in our applicant pooling accordance with your consent or, if applicable, future consent.

9. Your Rights

Every data subject has the right of access under Art. 15 GDPR, the right of rectification under Art. 16 GDPR, the right of deletion under Art. 17 GDPR, the right to restrict processing under Art. 18 GDPR, the right of notification under Art. 19 GDPR and the right to data transferability under Art. 20 GDPR.

In addition, you have the right of appeal to a data protection supervisory authority under Art. 77 GDPR if you believe that your personal data is being processed unlawfully. This right of appeal is without prejudice to any other administrative or judicial remedy.

If the processing of data is based on your consent, you are entitled to revoke your consent to the use of your personal data at any time in accordance with Art. 7 GDPR. Please note that the revocation is only effective for the future. This does not apply to processing that took place before the revocation. Please also note that we may have to retain certain data for a certain period of time in order to comply with legal requirements (see section 8 of this data protection information).

Right of Objection

Insofar as the processing of your personal data is carried out in accordance with Art. 6 Para. 1 letter f GDPR to safeguard legitimate interests, you have the right to object to the processing of this data at any time for reasons arising from your particular situation in accordance with Art. 21 GDPR. We will then no longer process this personal data unless we can prove compelling reasons for processing worthy of protection. These must outweigh your interests, rights and freedoms, or the processing must serve to assert, exercise or defend legal claims.

In order to protect your rights, you can contact us using the contact details given in section 1.

10. Need to Provide Personal Data

The provision of your personal data in the context of application processes is voluntary. However, we can only make a decision to establish an employment relationship with you or establish an employment relationship with you if you provide such personal data as is necessary for the application process.

11. Automated Decision Making

The decision on your application is not based solely on automated processing. Therefore, no automated decision is made in individual cases within the meaning of Art. 22 GDPR.

12. Competent Supervisory Authority

In accordance with Art. 13 GDPR, you have the right to complain at any time to a data protection supervisory authority about our processing of data relating to your person. The competent supervisory authority is as follows:

The Hessian Commissioner for Data Protection and Freedom of Information
Gustav-Stresemann-Ring
165189 Wiesbaden