

## **Data protection information for job applicants and other comparably affected persons in conformity with the General Data Protection Regulation (GDPR)**

With the following information, we would like to give you an overview of the processing of your personal data and of your rights under data protection law.

### **Who is controlling the data processing and who can you apply to? (Art. 13 (1) (a) and (b) GDPR)**

The responsible controlling authority is:

GEOMAR Helmholtz-Zentrum für Ozeanforschung Kiel  
Wischhofstraße 1 – 3 24148  
Kiel

You can reach our Data Protection Officer on:  
phone 0431-600-2549 [datenschutz@geomar.de](mailto:datenschutz@geomar.de)

### **Which data sources will be used?**

Only personal data included in your application will be processed by us.

### **What kind of data do we process?**

The application procedure requires the candidates to communicate certain data to us. Necessary personal data is:

- address data (name and address)
- contact data (phone number, email address)
- nationality
- application data (e.g. CV, reports, medical certificates)

In order for GEOMAR to fulfil its responsibilities according to § 82 sentences 2 and 3 SGB IX – to invite suitable severely disabled applicants for an interview –, we also process the following kind of data, as far as you communicate it to us:

- health data (e.g. knowledge of disability)

### **For which purposes and on what legal basis is your data being processed? (Art. 13 (1) (c) GDPR)**

The purpose of processing is the decision about an employment relationship with you.

The processing of your data is conducted so that pre-contractual measures can take place (Art. 6 (1) (b) GDPR).

As far as you provide special categories of personal data to us (e.g. health data, like the status of a disability) according to Art. 9 (1) GDPR, these will also be processed, in this case according to Art. 9 (2) (b) GDPR.

**Who gets access to your data? (Art. 13 (1) (e) and (f) GDPR)**

At GEOMAR, only those departments that need your data for the fulfilment of their duties, be they contractual, statutory or required by the regulatory authorities, will have access to the data. They might also need your data for the safeguarding of their legitimate interest. This group of people consists of the application management staff, the human resources staff, the person responsible for the job advertisement or – in case of an unsolicited application – the person responsible of the organization unit addressed by yourself. Also included are the participating bodies of the recruitment procedure: invariably the staff council and the Equal Opportunities Officer; the disabled employee's representative only when and in so far as the data is needed for their task completion. Furthermore, in the event of a control requirement, the Staff Unit Export Control and Customs. If we involve external service providers in the application process, they will also have access to your data. This also applies if external project partners are involved in the job advertisement. A corresponding confidentiality agreement will be obtained in these cases.

Data will only be transferred to third countries in justified exceptional cases if the job-activity is carried out in cooperation with partners in third countries.

**How long will your data be stored? (Art. 13 (2) (a) GDPR)**

As long as no employment relationship has been established, your personal data will be deleted 6 months after the application process is finished.

Storage of your data for more than 6 months takes place only when you have consented to it according to Art. 6 (1) (a) or if we are bound to a longer storage period in accordance with Article 6 (1) (c) by documentation obligation under fiscal or commercial law (according to HGB, StGB or AO).

**Which data protection rights do you have? (Art. 13 (2) (b) – (d) GDPR)**

Every data subject has the right of access according to Article 15 GDPR, the right to rectification in accordance with Article 16 GDPR, the right to erasure according to Article 17 GDPR, the right to restriction of processing in accordance with Article 18 GDPR, the right to object according to Article 21 GDPR as well as the right to data portability in accordance with Article 20 GDPR. Furthermore, there is a right to lodge a complaint with the responsible data protection supervisory authority (Article 77 GDPR).

A given consent to the processing of your personal data can be revoked at any time. This also applies to the withdrawal of declarations of consent given to us since the entry into force of the GDPR on May 25th 2018. Please note that your withdrawal only works for future processing. Data that has been processed before your revocation will not be affected by the withdrawal.

**Is there an obligation for the provision of data? (Art. 13 (2) (e) GDPR)**

The provision of your data is necessary and also required by law for the conduct of the application procedure. It is also needed for a potential conclusion of your employment contract. Not providing the data may result in the fact that an employment relationship cannot be established.

**To what extent will there be an automated decision making including data profiling?  
(Art. 13 (2) (f) GDPR)**

For the ultimate choice about an employment relationship with you we don't use any kind of automated decision according to Article 22 GDPR. Should we use this kind of procedure in particular cases, we will inform you separately about the fact itself and about your rights concerning this matter, provided that it is required by law.

**Will your data be further processed for other uses? (Art. 13 (3) GDPR)**

In case that we intend to further process your data for other uses than the intended purpose, we will provide you with all necessary information about these further purposes.