

Data protection information for applicants

Within the framework of the provisions of the DS-GVO we inform you about the processing of your personal data by

Leibniz Institute Hessian Foundation for Peace and Conflict Research
Baseler Street 27-31
D-60329 Frankfurt am Main
Germany
E-mail: info@hsfk.de

Our data protection officer is:

Maxim Fink
gds - Society for Data Protection Mittelhessen mbH
On the Appeling 8
35043 Marburg-Cappel
Germany
E-mail: datenschutz@gdsm.de
Tel.: 06421 804 1310

Type of data categories and origin of the data:

When you apply to us, we process the information that we receive from you as part of the application process, e.g. through letters of application, CVs, certificates, correspondence, telephone or verbal information. In addition to your contact details, information about your education, qualifications, work experience and skills is of particular relevance to us. We will only assess you according to your suitability for the position in question, so you do not need to send us a photo.

Purposes and legal basis of data processing and duration of data storage:

Your data will initially be processed exclusively for the purpose of carrying out the application process. If your application is successful, they will become part of your personnel file and will be used to implement and terminate the employment relationship and deleted in accordance with the regulations applicable to personnel files. If we are currently unable to offer you employment, we will continue to process your data for up to six months after sending the rejection in order to defend ourselves against any legal claims, in particular due to alleged discrimination in the application process. Insofar as you receive cost reimbursements or there are other tax-relevant transactions, the corresponding accounting records will be retained in order to fulfill the budgetary and tax law retention obligations in accordance with the respective applicable retention obligations. Your data is initially

accessed by our HR department, but also by the specialist department of the position for which you have applied and, if required, by the accounting department. Our administrators and order processors have technically necessary access to data processed by means of IT. They are strictly bound by our instructions and may not process the data for their own purposes. In certain cases, we may need to disclose your personal data to third parties, such as to our bank if you receive reimbursement or to the postal service if we communicate with you by letter.

The legal basis for data processing in the application process and as part of the personnel file is Section 23 (1) HDSIG and, if you have given your consent, for example by sending us information that is not necessary for the application process, Article 6 (1) lit. a DSGVO in conjunction with. § Section 23 (2) HDSIG. The legal basis for storing your application documents after a rejection is Art. 6 para. 1 lit. f DSGVO. Our legitimate interest here is the defense against legal claims. The legal basis for the retention under budgetary and tax law is Art. 6 Para. 1 lit. c DSGVO in conjunction with. § 147 AO.

As a rule, we do not require any special categories of personal data within the meaning of Art. 9 DSGVO for the application process. We ask you not to provide us with any such information from the outset. If such information is exceptionally relevant to the application process, we will process it together with your other applicant data. This may, for example, concern information about a severe disability that you can provide to us voluntarily and that we then need to process in order to fulfill our special obligations with regard to severely disabled persons. In these cases, the processing serves the exercise of rights or the fulfillment of legal obligations arising from labor law, social security law and social protection. The legal basis for the data processing is then Art. 9 (2) lit. b DSGVO, §§ 26 (3) HDSIG, 164 SGB IX. Exceptionally, it may be necessary to obtain information about your health or a disability or information from the Federal Central Register, i.e. about previous convictions, in order to assess your suitability for the intended activity. The legal basis for this is § 26 HDSIG.

Data dissemination:

We will not use your data for automated decision-making or profiling. We only pass on your data to third parties if this is necessary to decide on the establishment of an employment relationship (e.g. to cooperation partners in joint projects. We will inform you of this in the relevant job advertisement, if applicable) or you consent to the transfer. Your data will be processed by us or on our behalf exclusively in Germany.

You have the following rights as a data subject:

- Right to information (Art. 15 DSGVO in conjunction with § 33 HDSIG)
You have the right to request confirmation from those responsible as to whether personal data relating to you is being processed; if this is the case, you have the right to information about this personal data.

- Right to rectification (Art. 16 DSGVO)
You have the right to demand that the persons responsible correct any inaccurate personal data concerning you and, if necessary, complete any incomplete personal data without undue delay.
- Right to erasure or restriction (Art. 17 and 18 DSGVO in conjunction with § 34 HDSIG) of processing
You have the right to demand from those responsible that personal data concerning you be erased without delay, e.g. if the data is no longer needed for the purposes pursued (right to erasure). The data subject has the right to request from the controller to restrict processing for the duration of the controller's review, e.g. if the data subject has objected to the processing.
- Right to object (Art. 21 DS-GVO in conjunction with § 35 HDSIG)
You have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you. The controller will then no longer process the personal data. Unless he/she can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject, or the processing is for the establishment, exercise or defense of legal claims.
- Right of withdrawal (Article 7 (3) DS-GVO)
If the processing of your personal data is based on your consent, you have the right to revoke this consent at any time without affecting the lawfulness of the processing carried out on the basis of the consent until the revocation.
- Appeal to the supervisory authority (Art. 77 DSGVO and Section 89 HDSIG)
If the data subject believes that the processing of personal data concerning him or her violates the DSGVO, there is the possibility of lodging a complaint with a supervisory authority.

The contact details of the supervisory authority responsible for the Federal State of Hesse are as follows:

The Hessian Commissioner
for Data Protection and Freedom of Information
P.O. Box 3163
65021 Wiesbaden
Germany