

Data Protection in Job Applications

Information according to article 13 of the General Data Protection Regulation (GDPR):

1. Contact details of the controller

The controller according to article 13 subsection 1(a) of the General Data Protection Regulation (GDPR) is the

Universität Mannheim
L1, 1
68131 Mannheim

Phone: +49 621-181-1001

E-mail: [rektor\(at\)uni-mannheim.de](mailto:rektor(at)uni-mannheim.de)

2. Contact details of the data protection officer

You can contact our data protection officer at the following e-mail address:

[datenschutzbeauftragte\(at\)uni-mannheim.de](mailto:datenschutzbeauftragte(at)uni-mannheim.de)

3. Purpose and legal basis of the processing

We process your application data in order to assess whether you have the qualifications and aptitude and fulfil the professional requirements for the position you are applying for. The legal provisions for the selection process of the University of Mannheim in particular result from section 33 subsection 2 of the German Basic Law (GG), the General Act on Equal Treatment (AGG), if applicable, the Act on Higher Education of the Land of Baden-Württemberg (LHG) and budgetary law. The legal basis for data processing in the selection process for the justification of a civil servant/employment/internship is section 15 of the Data Protection Act of the Land of Baden-Württemberg (LDSG) in conjunction with sections 83 to 85 of the Act on Civil Servants of the Land of Baden-Württemberg (LGB).

4. Recipients of the personal data

The recipients of the personal data contained in the application documents are the responsible human resources managers as well as the staff representatives.

In case of **applications for professorships** the circle of recipients of personal data includes the responsible human resources managers, the members of the search committee and possibly further persons (evaluator, representative for employees with a disability) and, in excerpts, the university bodies involved in the appointment.

5. Storage period

You personal data/application documents will be destroyed within three months after receipt of a rejection, unless longer storage is necessary in order to defend legal claims . In case the application process results in an employment contract of any kind for you, your data is stored for the time being and is transferred to the personnel file.

6. Rights of persons affected

You have the right of access (article 15 of the General Data Protection Act (GDPR)) as well as the right to rectification (article 16 GDPR) or to erasure (article 17 GDPR) or to restriction of processing (article 18 GDPR) or the right to object (article 21 GDPR) as well as the right to data portability (article 20 GDPR).

Furthermore, you have the right to file a complaint with the responsible data protection authority. In Baden-Württemberg, the supervisory authority responsible is the commissioner for data protection and freedom of information of Baden-Württemberg (Landesbeauftragte für den Datenschutz und die Informationsfreiheit Baden-Württemberg, LfDI).

7. Obligation to provide personal data

In order for the selection process to be carried out as required by law, applicants are required to provide the relevant personal data. Applicants who fail to provide the relevant personal data might not be considered for the post/position. The legal provisions for the selection process of the University of Mannheim in particular result from section 33 subsection 2 of the German Basic Law (GG), the General Act on Equal Treatment (AGG), if applicable, the Act on Higher Education of the Land of Baden-Württemberg (LHG) and budgetary law. Accordingly, candidates must be selected based on qualifications, aptitude and professional requirements.