

The protection of the personal data you provide us with during the application process is very important to us. The processing and storage of this data is carried out exclusively in accordance with the legal provisions of the DS-GVO and the BDSG (new). Furthermore, we would like to inform you about the most important aspects of data processing in the context of our application and job placement procedures.

## 1. Which data is collected, processed, used or passed on?

For the purpose of filling a vacancy, we collect various types of information that you make available to us in the application process. This includes in particular your contact details, your school and professional career, as well as any work experience and special skills, including any certificates you may have provided.

## 2. For what purpose is the data collected, processed, used or passed on?

The personal data you enter into our application system will be stored and processed exclusively for the purpose of the application and job placement procedures of the Max Planck Institute for Plasma Physics.

Fields marked with an \* are mandatory fields, which are required for the application procedure. The legal basis for the processing is Art. 88 DS-GVO in conjunction with § 26 paragraph 1 BDSG. Fields not marked with an \* can be filled in voluntarily. By filling in the voluntary fields, you give us your consent to store and process this data exclusively for the purpose of the application and job placement procedure. In these cases, the legal basis for processing is § 26 para. 2 BDSG or Art. 6 para. 1 lit. a DS-GVO (consent of the person concerned). Consent that has been granted may be revoked at any time (Art. 7 DS-GVO). Should it be necessary to store your data for a longer period of time after the end of the application procedure, this will be done in order to safeguard our legitimate interest in asserting or defending claims on the basis of Art. 6 Para. 1 lit. f DS-GVO.

If your application is successful, we will use the data you provide for the purpose of establishing an employment relationship for the administrative recruitment process.

## 3. Recipients of the data or categories of recipients

The processing of your personal data takes place within the scope of order processing on systems of Haufe-umantis AG. The Max Planck Institute, as the responsible body, has access to your data only to the extent necessary for the application and job placement procedure in accordance with the internal distribution of tasks. Access to the data is granted to employees\* of the human resources department and, in the context of HEPP applications, to the HEPP coordinators. These coordinators transfer the data to the selection committee formed for the respective application procedure, as well as to the Equal Opportunities Officer, the local works council, and, if applicable, the Representative for Disabled Persons. The selection committee can also include external experts to whom the data is transferred if necessary. The data is not passed on to other third parties.

#### 4. How long is the data stored?

Should we not be able to offer you employment at the end of the application process, your data will be stored for up to six months for the purpose of answering questions about your application and its rejection. In the case of unsolicited applications, the data will be stored until the end of the exploratory and, if applicable, the filling process. Your personal data will then be anonymized. Longer storage will only take place if you have given us your consent to do so.

In this case the anonymization will take place after one year. If you have been reimbursed for costs incurred in connection with the invitation to a job interview, we are legally obliged to retain the necessary accounting data for 10 years.

#### 5. Your rights

Via your personal access to the application system you can view, change or delete the data you have entered at any time. Your access is protected by your e-mail address as your personal login name and a password of your choice.

In principle, you are entitled to the rights of information (Art. 15 DSGVO), correction (Art. 16 DSGVO), deletion (Art. 17 para. 1 DSGVO), restriction of processing (Art. 18 DSGVO), data transferability (Art. 20 DSGVO) and revocation of consent (Art. 7 para. 3 DSGVO).

Your consent may be revoked at any time. In this case, your data will be deleted immediately or blocked instead in the cases provided by law.

To revoke your consent, please write an e-mail to [personalabteilung@ipp.mpg.de](mailto:personalabteilung@ipp.mpg.de), stating your first and last name.

To assert your other rights mentioned above, please contact the Max Planck Society's Data Protection Officer at [dsb@gv.mpg.de](mailto:dsb@gv.mpg.de).