



**Data protection information
for applicants
to the Max Planck Institute of Psychiatry**

In the following, we explain how we process your personal data provided during the application process on the basis of the General Data Protection Regulations (DS-GVO) and the Federal Data Protection Act (BDSG), and provide further relevant information in this context.

1. Who is responsible for processing your personal data and whom can you contact if you have questions about data protection?

Max Planck Institute of Psychiatry of the Max Planck Society for the Advancement of Science e.V.

Kraepelinstr. 2-10, 80804 Munich

Phone: +49-89-30622-0

<http://www.psych.mpg.de>

For all questions related to the processing of your personal data and exercising your rights as an applicant, you can contact our data protection officer:

Heidi Schuster

Hofgartenstraße 8

D-80539 Munich

Phone: +49 (89) 2108-1554

datenschutz@mpg.de

2. What data is processed?

We process data that you provide as part of your application and that is relevant to the application. This can be the following data:

- General personal data about you (such as name, address and contact details)
- Information on your professional qualifications and school education
- Information on further vocational training
- Details from your curriculum vitae (e.g. professional career, part-time work, leisure activities)
- Results of selection procedures (e.g. tests, interviews)



- Other information you provide to us in connection with your application
- Information on severe disability (e.g. disability card)

In addition, we may process job-related information that you have made publicly available, such as from profiles on professional social networks.

3. For what purposes and on what legal basis do we process personal data and with whom do we share your data?

- **Application process**

We process your personal data for the purpose of processing your application, insofar as this is necessary for the decision on the establishment of an employment relationship with us. This also applies if you are a minor at the time of application. We assume that your application is made with the consent of your legal guardian.

The legal basis for this is Article 88 DS-GVO in conjunction with Section 26 BDSG. Furthermore, we may process personal data related to you insofar as this is necessary to defend legal claims asserted against us from the application process. The legal basis for this is Art. 6 para. 1 p. 1 lit. f) DS-GVO. Our legitimate interest results from the need for proper documentation for the purpose of any necessary evidence. Insofar as we process special categories of personal data, this is done on the basis of Article 9 (2) (f) of the GDPR.

- **Internal processing of the application**

As part of the application process, your data will be processed by internal employees of the human resources department, the department you are applying to and other relevant bodies (works council, if applicable the Representative for the severely disabled and the Equal Opportunities Officer).

Your data will only be processed by a limited group of users. Your personal data will not be passed on to unauthorized third parties in any form by us, by persons commissioned by us or by data processors, unless we are obliged to pass it on due to mandatory legal regulations (e.g. to state institutions).

- **Further processing upon commitment**

If an employment relationship arises between you and us, we may further process the personal data already received from you for the purposes of the employment relationship, if this is necessary for the implementation or termination of the employment relationship or for the exercise or fulfilment of the rights and obligations of the employee interest representation resulting from a law or a works agreement.

- **Unsolicited application / offer of an alternative concrete position**

If you have not applied for a specific position, particularly in the context of a unsolicited application, or if your application for a specific position is unsuccessful, we assume that your application can be made available not only to one, but to all departments within our organisation that you may be eligible for on the basis of your qualifications. Your data will be screened by a limited group of users. Otherwise, we ask for your specific consent. The legal basis for this is Art. 88 DS-GVO in conjunction with. § 26 BDSG or your consent



according to Art. 6 para. 1 p. 1 lit. a) DS-GVO. If we also process special categories of personal data, this is done on the basis of Art. 9 para. 2 lit. a) DS-GVO.

4. How long will your data be stored?

If there is no legal storage period, the data will be deleted as soon as storage is no longer necessary or the justified interest in storage has expired. If no recruitment takes place, this is usually the case no later than six months after the application process has been completed. If legal disputes exist, we keep the documents for as long as necessary. In individual cases, individual data may be stored for a longer period (e.g. travel expense reports). The duration of storage then depends on the statutory storage obligations, e.g. from the German Fiscal Code (6 years) or the German Commercial Code (10 years). In addition, storage for up to 30 years may be required in individual cases according to the provisions of civil law (§ 197 BGB).

Your rights

You have the following rights in relation to your personal data:

- Right to **information**: You can request information at any time about whether and which of your personal data we have stored. The provision of this information by us is free of charge for you. The right to information does not exist or is restricted if the requested data contains confidential information, e.g. information subject to professional confidentiality.
- Right to **rectification**: If your personal data that is stored is incorrect or incomplete, you have the right to request the correction of this data at any time.
- Right to **erasure**: You have the right to request the erasure of your personal data if and to the extent that the data is no longer needed for the purposes for which it was collected or, if the processing is based on your consent, you have withdrawn your consent. In this case, we must stop processing your personal data and remove it from our IT systems and databases. A right to deletion does not exist if
 - the data can not be deleted due to a legal obligation or must be processed due to a legal obligation;
 - the data processing is necessary for the assertion, exercise or defense of legal claims.
- Right to the **restriction of processing**: You have the right to request the restriction of the processing of your personal data.
- Right to **data portability**: You have the right to receive the data you have provided in a structured, standard and machine-readable format, as well as the right to have this data transferred to another person in charge. This right only exists if
 - you have provided us with the data on the basis of your consent or on the basis of a contract concluded with you;

- the processing is carried out with the aid of automated processes.
- **Right of revocation:** If we process your data on the basis of consent, you have the right to revoke this consent at any time. The revoking of your consent will remain valid going forward. However, the processing carried out by us up to the point of revocation remains legal.
- **Right to object:** If the processing of your data is based on a balance of interests, you can object to the processing at any time.

You can exercise all of the data protection rights described above by sending your specific request to the Data Protection Officer by e-mail: datenschutz@mpg.de.

- **Right of appeal** to a data protection supervisory authority
You have the right to lodge a complaint with a data protection supervisory authority at any time if you believe that the processing of your personal data violates data protection law. The data protection supervisory authority responsible for us is:

Bavarian State Office for Data Protection Supervision
Promenade 18
91511 Ansbach

5. Amendment of this data protection information

We revise this data protection information in the event of changes to data processing or other occasions that make this necessary. You can always find the current version in our application portal.

Status: November 2023