

## Information Sheet on the Processing of Your Personal Data in the Application Process

This information sheet is designed to provide information to you as a job applicant about the collection, processing and storage of your personal data in the application procedure.

The **European General Data Protection Regulation** and the **Federal Data Protection Act** amongst other things aim to ensure that every person affected by data processing (including you as a job application within the framework of an application procedure) is aware of the extent to which his/her personal data is processed.

**Personal data** is data which is connected with your identity or which permits a conclusion about your identity as a person (i.e. for example your name, your date of birth or your mobile telephone number). We hereinafter refer to this in abbreviated form as “data”. This always means personal data. In the following, the “processing of data” means any collection, storage or other use of the data.

We gladly meet the transparency requirements of the General Data Protection Regulation and the Federal Data Protection Act in relation to the data we process in connection with your application procedure in the following.

### I. Responsible Data Controller and Contact Data

The following data controller is responsible for the processing of your data:

Zentrum für Osteuropa- und internationale Studien (ZOIS) gGmbH  
Mohrenstrasse 60  
10117 Berlin

Hereinafter referred to as: “ZOIS”, “we” or “us”

+49 (30) 2005949-23  
[info@zois-berlin.de](mailto:info@zois-berlin.de)

### II. Contact Data of the Data Protection Officer

Please address any questions or requests you have in connection with the protection of your data by post to the address stated above or by E-Mail to: [datenschutz@zois-berlin.de](mailto:datenschutz@zois-berlin.de)

### III. Data We Process

In the course of the job application procedure with our company, we collect data about you which you provide to us. In the following, we would like to provide you with an overview about which data we process for what purpose on which legal basis, as well as the length for which it is stored.

## Data We Collect From You

In the course of your job application, we process the data which we receive within the framework of initial contact with you and through job application interviews. This can, for example, be the following data:

- First name and surname
- Address
- E-Mail address
- Telephone number
- Letter of application
- Curriculum vitae (data about your qualifications, professional experience and training, possibly hobbies and leisure-time activities)
- Possibly a photograph
- Possibly internal notes about job interviews with you.

**Purpose of Processing:** We process all data specified above in order to conduct the job application process and to investigate whether we offer you the job for which you have applied and employ you as a member of staff/an intern.

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If you have granted your consent to us also taking your application, and therefore your data connected with it, into consideration for other job vacancies or at a later date, we process your data for the purpose of investigating whether we can offer you a job vacancy other than the job vacancy for which you applied and employ you as a member of staff/an intern with us.

If you accept our offer of employment as a member of staff/intern with us at ZOIS, we store your data for the future in order to implement the employment relationship with you. In this case, you receive further-reaching information about the processing of your data during the employment relationship with ZOIS as soon as you start the employment relationship with us.

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**Legal Basis for the Processing:** the processing of your data takes place in relation to the specific job vacancy for which you have applied to us on the legal basis of Art. 6(1) sentence 1b, 88 General Data Protection Regulation and Section 26(1) sentence 1 Federal Data Protection Act.

To the extent to which the data comprises so-called special categories of personal data such as data about your health which you provide us with (for example the information about a characteristic constituting a severe disability), processing takes place on the legal basis of Art. 6(1) sentence 1 b, Art. 9, Art. 88 General Data Protection Regulation, Section 26(3) sentence 1 Federal Data Protection Act.

If you have granted your consent to us also taking your application, and therefore your data connected with it, into consideration for other job vacancies, the processing is based on the consent you have granted us and therefore on the legal basis of Art. 6(1) sentence 1 a General Data Protection Regulation, Art. 88 General Data Protection Regulation, Section 26(1) sentence 1 Federal Data Protection Act.

**Duration of Storage:** in principle, we store your data for as long as this is necessary for the application procedure.

If you have only applied for one specific job vacancy (and have not consented to having your application taken into consideration, and your data connected with it, for other job vacancies) and receive a refusal from us for the particular job, we will delete your data at the latest six months after you have received the refusal from us, unless longer storage is necessary for legal reasons or due to statutory obligations.



If you have granted your consent to us also taking your application, and therefore your data connected with it, into consideration for other job vacancies, we store your data for longer than six months.

If you accept our offer of employment as a member of staff/an intern with us at ZOiS, we store your data for the duration of the employment relationship with you. In this case, you will receive further information about the processing of your data in the employment relationship with ZOiS as soon as you start the employment relationship with us.

#### **IV. Recipients of Your Personal Data**

In certain cases, we have to pass on some of your data which we process in the course of the application procedure to agencies and persons outside ZOiS (see “Explanation” below). We pass on data to the following groups of recipients, sorted according to category:

- Service providers who process personal data (so-called instruction processors)
- Possibly to lawyers who work for ZOiS.

#### **Explanation:**

If we have a legal obligation to pass on your data or your data is required for the work of the lawyers and tax advisors who work for us, we pass your data on to them to the extent necessary.

Service providers, for example the wage office, who are instructed by us process some data for us. If this is the case, we conclude a so-called instruction processing contract with the service provider, with which we place the service provider under an obligation to undertake the processing of the data carefully and in accordance with our instructions. This means that the service providers process the data in accordance with our instructions and on our behalf, which is why they are referred to as instruction processors.

Otherwise, staff/interns of our institute only have access to your personal data if they must inspect your data within the framework of the application procedure, i.e. in particular the human resources department and the decision-makers in the specialist department.

## **V. Your Rights in Relation to Data Processing at ZOIS**

You have the following data protection rights pursuant to the relevant statutory preconditions:

- Right to information (Art. 15 General Data Protection Regulation, Section 34 Federal Data Protection Act)
- Right to deletion (Art. 17 General Data Protection Regulation, Section 35 Federal Data Protection Act)
- Right to correction (Art. 16 General Data Protection Regulation, Section 34 Federal Data Protection Act)
- Right to restrict processing (Art. 18 General Data Protection Regulation)
- Right to data transferability (Art. 20 General Data Protection Regulation)
- Right to revoke consents (Art. 7 (3) General Data Protection Regulation)
- Right of objection to certain data processing measures (Art. 21 General Data Protection Regulation), to the extent to which we process your data on the basis of a justified interest pursuant to Art. 6 (1) f) General Data Protection Regulation and to the extent to which there are grounds for this resulting from your special situation.

In order to assert your rights described here, you can approach the responsible data controller stated in the contact data provided under “Responsible Data Controller and Contact Data” at any time.

You also have the right to complain to the data protection supervisory authority responsible for us, the Berlin Officer for Data Protection and Freedom of Information: [Die Berliner Beauftragte für Datenschutz und Informationsfreiheit](#), Friedrichstr. 219, 10969 Berlin. You can assert this right at a supervisory authority in the member state where you have your usual place of abode, your place of work or the place of the alleged breach.