



## **Privacy statement on the processing of data provided by applicants in accordance with the General Data Protection Regulation (GDPR)**

The IASS is committed to ensuring that your personal data are protected, and we strictly observe the requirements of relevant privacy laws. We only collect personal data insofar as it is necessary. Under no circumstances will data collected by the IASS be sold or forwarded to third parties without authorisation.

Compliance with data protection regulations is a high priority for the IASS. In the following statement, we would like to inform you about the collection of personal data within the scope of the application process.

### **Privacy and data processing**

#### **1. Name and contact details**

Institute for Advanced Sustainability Studies e.V. (IASS)  
Berliner Straße 130  
14467 Potsdam

Telephone: +49 331 28822-300  
Fax: +49 331 28822-310

Email: [info\(at\)iass-potsdam.de](mailto:info@iass-potsdam.de)

#### **Name and contact details of our designated privacy officer:**

Frau Eva Grübel-Hoffmann  
ITM Ges. für IT-Management mbH  
Bürgerstraße 81  
D-01127 Dresden

Telefon: +49 351 307 11870  
E-Mail: [dsb\(at\)itm-dl.de](mailto:dsb@itm-dl.de)

#### **2. What types of data do we collect and process?**

We process data provided to us in the course of the application process by you and/or reliable third parties (public agencies, insurance companies etc.).

This includes in particular personal data (e.g. name, address, contact data, date and place of birth, nationality), identification data (e.g. ID card data), insurance data (e.g. social security number), health data (e.g. serious injury/impairment), qualification documents (e.g. certificates, evaluations, training certificates), as well as any other data provided in connection with your application (e.g. curriculum vitae).



You are neither legally nor contractually obliged to share this personal data with us. However, failure to do so may adversely affect our decision as to whether to enter into an employment relationship with you.

**3. How will your personal information be used and on what legal basis will it be processed?**

The IASS will process your personal data in accordance with the relevant privacy laws including the GDPR, the BDSG and other statutory regulations in order to determine whether to enter into an employment relationship with you.

Your data will be processed in accordance with the requirements of the application process at its various stages (e.g.; for the purpose of inviting you to an interview).

Your data will be processed in accordance with Art. 88 GDPR in conjunction with Article 26 Section 1 (1) of the Federal Data Protection Act (BDSG (neu)); or, where consent is granted Art. 88 GDPR in conjunction with Art. 26 Section 2 (1) BDSG.

**b. For how long will your data be retained?**

Data provided to the IASS will be stored and processed for the duration of the application process. Your data will be deleted upon completion of the application process unless we enter into an employment relationship with you.

If we wish to retain your application data for future reference, we will inform you of our interest and seek your consent.

**4. Transfer of data to third parties**

**a. Who will have access to your data?**

Your data will be accessible only to those IASS employees who are involved in the application process and are legally entitled to receive it. External data processors and other service providers commissioned by the IASS may also receive data for this purpose. These service providers are companies in the IT services and telecommunications sector.

The IASS only passes on information if we are required to do so by law, if you have consented, or if we are otherwise authorised to provide such information. In such cases, possible recipients include public authorities and institutions (e.g. government agencies or tax authorities) where there is a legal or official obligation to provide data. Other individuals with a legitimate need to access personal information will also receive your data if you have granted consent for them to do so.

**b. Will your data be shared with third parties or international organisations?**

Your personal data will not be transferred to a country or territory outside the European Economic Area (EEA).

**5. Your rights**

Under the General Data Protection Regulation (GDPR) of the EU you have the right to access (Art.15 GDPR), rectification, (Art.16 GDPR), erasure (Art.17 GDPR), restriction of processing (Art.18 GDPR), data portability (Art.20 GDPR) and to object to the processing of your data (Art.21 GDPR). Please contact us if you wish to exercise any of these rights.

You have the right to withdraw your consent at any time in accordance with Art.88 GDPR and Section 26 Paragraph 2 (1) of the Federal Data Protection Act (BDSG (neu)). The withdrawal of consent shall not affect the lawfulness of processing conducted prior to this.

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence,



place of work or place of the alleged infringement, if you believe that the processing of your personal data infringes upon current privacy legislation.

**6. Our designated privacy officer:**

You also have the right to contact our designated privacy officer, who is legally bound to treat your inquiry confidentially. The contact details for our privacy officer are listed in **Section 1** of this document.

Potsdam, 30.09.2019