



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

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

Email: 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

E-Mail: 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 a professional 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 General Data Protection Regulation (GDPR), the Federal Data Protection Act (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 Personal data is processed in accordance with Art. 6 (1) lit. b) and e) GDPR

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 offer the successful applicant a Fellowship.

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 and external reviewers 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?

Applications for Fellowships may be forwarded for external reviews by specialists located in third-countries outside of the European Union

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.

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, XX.05.2022