

## **Information about the processing of personal data provided by applicants for positions at Bielefeld University**

(Version 1.1 of <22.10.2020>)

With these data protection notices, the University of Bielefeld seeks to comply with its duty to inform applicants for appointments at Bielefeld University about the type of data collected and how it will be processed in accordance with Articles 13 and 14 of the EU General Data Protection Regulation (GDPR).

Terms such as "personal data", "processing", "data controller", "third party", etc. are used as defined in Article 4 GDPR.

### **1. Contact information**

The data controller responsible for its processing is the University of Bielefeld, a legal entity under public law established by the state of North Rhine-Westphalia (NRW). It is represented by its rector, Prof. Dr. Ing. Gerhard Sagerer.

#### **1.1. Contact details of the data controller**

University of Bielefeld

Universitätsstraße 25

D-33615 Bielefeld, Germany

Tel: +49 (0) 521/106 - 00

Email: [post@uni-bielefeld.de](mailto:post@uni-bielefeld.de)

Web: <https://www.uni-bielefeld.de>

### 1.2. Contact details of the responsible data controller

Department of Human Resources and Organization  
Katharina Katzer  
Universitätsstraße 25  
33501 Bielefeld  
Telefon: +49 (0)521 106-3446  
Email: [katharina.katzer@uni-bielefeld.de](mailto:katharina.katzer@uni-bielefeld.de)

### 1.3. Contact details for the data protection officer

The data protection officer can be reached by post at the data controller's address (see above).  
Tel. +49 (0) 521 106-5225  
Email: [datenschutzbeauftragte@uni-bielefeld.de](mailto:datenschutzbeauftragte@uni-bielefeld.de)

## 2. Processing of personal data

As part of the appointments process, the following personal data may be collected and processed:

- gender (Mr/Ms)
- title
- name/first name
- current position
- marital status
- date of birth
- place of birth
- nationality
- home address including email and telephone number
- office address incl. email and telephone number
- information on disabilities (voluntary)
- various data on qualifications (publications, third-party funds, etc.)

## 3. Purposes and legal bases of the data processing

As part of your application for a position at the University of Bielefeld, you will be submitting and the university will be processing personal data on your application documents. This is done to carry out the application and recruitment process itself and to allow the necessary participation of various committees (staff councils, equal opportunity representatives, representatives of disabled persons) in the hiring process.

This processing is based on the following legal bases:

**For the employment relationship:**

- **Article 88 (1) GDPR** in conjunction with **Article 18 (1) of the NRW State Data Protection Act (DSG NRW)**. This serves as the legal basis insofar as this processing is necessary for an office to fulfil its contractual obligations within the employment relationship. This also applies to processing necessary for pre-contractual activities,
  - i.e. the selection of suitable candidates in the hiring process takes place before any contract of employment is offered to the best candidate. As a public institution, the university is obligated per **Article 33 (2) of the Basic Law** to hire the most suitable candidate. To ensure this, the data submitted with the application documents will be evaluated.
- **Article 6 (1) b) GDPR** contains the corresponding general regulation for all types of contractual relationships.

**For the participation of the internal committees:**

- **Article 88 (1) GDPR** in conjunction with **Article 18 (1) DSG NRW** also serves as the legal basis insofar as the committees have a legal obligation to process said data.
  - The obligations to involve the committees in hiring procedures are set forth in **Section 72 (1) of the NRW State Act on Representative Staff Councils (LPVG NRW)**, **Section 18 (1) of the NRW State Equal Opportunities Act (LGG NRW)**, and **Section 178 (1) and (2) of the German Social Code (SGB) IX**.
- **Article 6 (1) c) GDPR** contains the corresponding general regulation.

**Especially for the appointment procedure:**

- The legal basis for filling professorial posts by means of appointment procedures is **Article 38 of the NRW Higher Education Act (HG NRW)** in conjunction with the **Appointment Procedures of the University of Bielefeld**; in addition, **the NRW Civil Service Act (LBG NRW)** applies. **Article 38 (1) clause 1 HG NRW** contains the obligation to post public calls for applications for professorships.
- During the appointments process, external members of the hiring committee as well as external reviewers will gain access to your personal information.
  - This is required by law per **Article 38 (3) clause 2 and (4) clause 1 HG NRW** and further elaborated in the **Appointment Procedures**. This transfer of data is governed by **Article 45 and 46 GDPR**; it may also be justified in some cases per **Article 49 (1) lit. d** (Transmission of data for important reasons of public interest) and **Article 49 (4) GDPR**, in each case in conjunction with the aforementioned provisions of **HG NRW** and the **Appoint Procedures**.

#### 4. Data transfer

Your application documents will be passed on within the university for the purposes of the candidate selection process. The Personnel & Organisation Department as well as the Faculty making the appointment will be involved. In addition, the above-mentioned committees will review your documents within the framework of their official obligations to the university.

External members of the hiring committee as well as external reviewers will gain access to your personal information. This transfer of data is governed by **Article 45 and 46 GDPR**; it may also be justified in some cases per **Article 49 (1) lit. d and (4) GDPR** in conjunction with **Article 38 (3) and (4)** and the **Appointment Procedures** of the university. If you do not wish for your data to be transferred to certain countries, please contact the technical contact person. This will not affect the appointments process.

In individual cases, data may also be legally transmitted to third parties, for example, to law enforcement authorities for the investigation of criminal offences within the framework of the **Code of Criminal Procedure (StPO)**.

If technical service providers obtain access to personal data, this is done on the basis of a contract pursuant to **Article 28 GDPR**.

#### **5. Duration of processing, subsequent deletion**

The submitted application documents will be deleted 4 months after completion of the appointment procedure and the appointee takes up his or her office. The external reviewers and members of the appointment committees will also be requested by email to delete their locally stored copies of these documents after the end of the retention period.

#### **6. Your rights as a data subject**

As a data subject, you have certain rights under GDPR that you may assert at any time:

- the right to know if and what kinds of data are being processed (**Article 15 GDPR**),
- the right to demand the correction or completion of data concerning you (**Article 16 GDPR**),
- the right to have your data deleted (**Article 17 GDPR**),
- the right to demand that the processing of your data be restricted per **Article 18 GDPR**,
- the right to revoke your consent at any time. The legality of prior processing carried out on the basis of your consent is not (**Article 7 (3) GDPR**),
- the right to object to the future processing of your data (**Article 21 GDPR**).

In addition to the aforementioned rights, you have the right to lodge a complaint with the data protection supervisory authority (**Article 77 GDPR**); for example, the university is under the supervision of the

North Rhine-Westphalia State Commissioner  
for Data Protection and Freedom of Information  
Kavalleriestraße 2-4  
40213 Düsseldorf, Germany