

Information about how your data is handled

An obligation from Art 13 EU General Data Protection Regulation

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1. Preliminary remarks

The following information is designed to give you an overview of how we process your personal data and your rights under data protection law.

2. Terminology

Personal data: any information which relates to an identified or identifiable person. A person is identifiable if they can be identified, directly or indirectly. This is done, for example, by assigning an identifier, such as a name, or the code number of a job advert.

3. Basic information

3.1 Who is responsible for the processing of my data?

The controller for data processing is

UKM

Human Resources Division

Albert-Schweitzer-Campus 1, Gebäude D5

48149 Münster

Email: Bewerbung@ukmuenster.de

3.2 How can I contact the data protection officer for the company

Universitätsklinikum Münster

Datenschutzbeauftragter

Albert-Schweitzer-Campus 1

48149 Münster

Phone: 0049 (0)251 83-49694

Email: datenschutz@ukmuenster.de

4. Further important information

4.1 Why is the company processing my data?

Data processing takes place:

- to check if your knowledge and skills make you suitable for employment in our company
- to fill vacancies at UKM
- as soon as you and we have decided to begin an employment relationship, in order to be able to conduct that employment relationship

4.2 Why is the company allowed to process my data?

Art. 6, part 1 lit. b EU-DSGVO (GDPR), art. 88 DSGVO and § 26 part 1 BDSG (FDPA) expressly states that the processing of personal data / employment data is permitted. This also applies for the processing of applicant data, in the context of initiating a contractual relationship. Likewise, GDPR allows the processing of your data (=personal data), if this processing is required for a contract with you. This permission also applies to the processing of your data for the conclusion of a contract, if you have applied for a job with us.

4.3 Who may receive data about me?

As part of the processing, your data may be transmitted to

- People within our company, who are directly involved in data processing
- Official bodies (=public authorities), who receive your data on account of statutory provisions
- Service providers, who are bound by contract and secrecy, that provide subtasks with data processing
- External companies, if required. Examples include the postal service for delivering letters, financial institutions for processing payments to you, or insurance companies as well

4.4 Will you transmit data about me to countries outside the European Union?

- We do not intend to do this. An exception would be conceivable if initiated by yourself.

4.5 How long will you store my data?

We store your data for the period during which we need it, in order to achieve the purposes outlined in 4.1 above. After the conclusion of an application process, your data will be kept for another six months before being anonymized, your provided application documents will be deleted. In case you have received any payments the storage period is according to national law, afterwards your data is deleted.

5. What rights do I have?

According to Art. 13 part 2 lit. b GDPR your rights are

- Right of access by the data subject (according to Article 15 GDPR and § 34 FDPA)
- Right to object (according to Article 21 GDPR and § 36 FDPA)
- Right to data portability (according to Article 20 GDPR)
- Right to erasure (according to Article 17 GDPR and § 35 FDPA)
- Right to restrict data processing (according to Article 18 GDPR)
- Right to rectification (according to Article 16 GDPR)

To assert your rights please use the form provided here: www.betroffenenrechte.ukmuenster.de
As an alternative you can also receive aforementioned form at the reception desk, administration building, Albert-Schweitzer-campus 1, Building D 5 (Domagkstraße 5).

Additionally it is your right to lodge a claim with the national supervisory authority:

Landesbeauftragte für Datenschutz und Informationsfreiheit
Nordrhein-Westfalen
Postfach 20 04 44
40102 Düsseldorf
Phone 0049 (0) 211 38424-0