

DATA PROTECTION INFORMATION FOR APPLICANTS (m/f/d)

Information regarding data protection with reference to our processing of applicant data in accordance with Art. 13, 14 of the General Data Protection Regulation (GDPR)

Dear applicant (m/f/d),

Thank you for your interest in our company. In accordance with the provisions of Art. 13, 14 GDPR, this is to inform you about the processing of the required personal data provided by you as part of your application process and any other pertinent personal data collected by us, as well as your rights in this regard. Please ensure that you are fully informed about the processing of your personal data as part of your application process by taking careful note of the following information.

1. RESPONSIBLE BODY WITHIN THE SCOPE OF THE DATA PROTECTION LAW

Gesellschaft für praxisbezogene Forschung und wissenschaftliche Lehre GmbH
as the sponsor of the PFH Private University of Applied Sciences Göttingen
Weender Landstraße 3-7
37073 Göttingen
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E-Mail: info@pfh.de
<https://www.pfh.de/>

2. CONTACT DETAILS OF OUR DATA PROTECTION OFFICER

You can contact our data protection officer at datenschutz@pfh.de or via our postal address with the supplement, "c/o Data Protection Officer".

3. PURPOSE AND LEGAL BASIS OF THE PROCESSING

Your personal data is processed by us in strict accordance with the provisions of the GDPR and the Federal Data Protection Act (BDSG), insofar as this is necessary in the decision-making process of the establishment of an employment relationship with us. The legal basis for this eventuality is to be found in Art. 6 para. 1 sentence 1 lit. b) GDPR.

Furthermore, we may process your personal data if this is necessary for the fulfilment of legal obligations (Art. 6 para. 1 lit. c GDPR) or for the defence or assertion of legal claims (Art. 6 para. 1 lit. f GDPR). The legitimate interest lies, for example, in the fulfilment of the necessity of providing proof in proceedings under the General Equal Treatment Act (AGG).

No sooner we receive your express consent to process your personal data for the specific purposes mentioned herein, Art. 6 para. 1 lit. a GDPR forms the basis for the legality of such a processing. Any consent given can be revoked at any time with future effect (see section 9 of this data protection document).

In the event of an employment agreement being reached between you and PFH, we are authorised to process the personal data already received from you for the purposes of the said employment agreement in accordance with Art. 6 para. 1 sentence 1 lit. b) or lit. c) or lit. f) GDPR, insofar as this is necessary for the performance or termination of the employment agreement or for the exercise or fulfilment of the rights and obligations of the representation of the interests of employees arising from a particular law or a collective labour agreement, a works or service agreement (collective agreement) and - insofar as the data processing is based on Art. 6 para. 1 sentence 1 lit. f) GDPR - do not override your interests or fundamental rights and freedoms that require the protection of personal data.

4. CATEGORIES OF PERSONAL DATA

We only process data that is related to your application. This may be general personal data (name, address, contact details, language skills, etc.), details of your professional qualifications and school education, details of further professional training and any other data that you send us in connection with your application, e.g., from your CV(s), covering letter or certificates.

5. ORIGIN OF DATA

We process personal data that we receive from you by post or email when you contact us or submit your application to us at via our online application form.

6. RECIPIENTS OF DATA

We only pass on your personal data within our company to those areas and persons who need this data to fulfil contractual and legal obligations or to implement our legitimate interest. We may transfer your personal data to companies affiliated with us insofar as this is permitted within the scope of the purposes and legal bases set out in section 3 of this data protection document.

Your personal data is processed on our behalf on the basis of order processing contracts in accordance with Art. 28 GDPR. In these cases, we ensure that the processing of personal data by the processors is carried out in accordance with the provisions of the GDPR. The categories of recipients in this case are Internet service providers and providers of applicant management systems and software.

Additionally, data would only be passed on to recipients outside the company if such is permitted or required by law, if the transfer is necessary to fulfil legal obligations or if we obtain your explicit consent.

7. TRANSFER TO A THIRD COUNTRY

The transfer of data to a third country is not envisaged.

8. DURATION OF DATA STORAGE

We store your personal data for as long as it is deemed necessary for the decision-making process of your application. Your personal data or application documents will be deleted no later than six months after the end of the application process (e.g., after the notification of rejection), unless longer storage is legally required or permitted. We only store your personal data beyond the mentioned period if it is categorically required by law or in the event of a specific case for the assertion, exercise or defence of legal claims for the duration of a legal dispute.

In the event that you have consented to your personal data being stored for a longer period, it will be stored in accordance with your declaration of consent.

If the application procedure is followed by an employment, training or internship contract, your data will continue to be stored and transferred to the personnel file and remain there for as long as it is deemed essential and legally admissible.

If you give your consent for your applicant data to be included in our talent pool so that we can consider and contact you for suitable vacancies in subsequent application procedures, we will store your application data in our talent pool in accordance with your consent and match your profile with future vacancies.

9. YOUR RIGHTS

Every individual concerned has the right of access under Art. 15 GDPR, the right to rectification under Art. 16 GDPR, the right to erasure under Art. 17 GDPR, the right to restriction of processing under Art. 18 GDPR, the right to notification under Art. 19 GDPR and the right to data portability under Art. 20 GDPR.

In addition, every individual has the right to lodge a complaint with a data protection supervisory authority in accordance with Art. 77 GDPR if they believe that their personal data is being processed unlawfully.

The right of appeal exists without prejudice to and irrespective of any other administrative or judicial recourse.

If the processing of data is based on your consent, you are entitled to withdraw your consent with regard to the use of your personal data at any time in accordance with Art. 7 GDPR. Please note that the cancellation is only effective for the future and does not affect processing that took place before the cancellation. Please also note that we may have to retain certain data for a certain period of time in order to fulfil legal requirements (see section 8 of this data protection document).

Right of objection

Insofar as your personal data is processed in accordance with Art. 6 para. 1 lit. f GDPR to protect legitimate interests, you have the right to object to the processing of this data at any time in accordance with Art. 21 GDPR for reasons arising from your particular situation. We will then no longer process this personal data unless we can demonstrate compelling legitimate grounds for the processing. These must outweigh your interests, rights and freedoms, or the processing must serve the assertion, exercise or defence of legal claims. To protect your rights, you can contact us using the contact details provided in section 1.

10. NECESSITY OF THE PROVISION OF PERSONAL DATA

The provision of your personal data as part of the application process is voluntary. However, we will only be in a position to arrive at a decision of establishing an employment relationship or actually conclude an employment contract with you if you provide the relevant personal data that is required to complete the application.

11. AUTOMATED DECISION MAKING

The decision on your application is not based exclusively on automated processing. Therefore, no automated decision is made in individual cases in the context of Art. 22 GDPR. We process personal data that we receive from you by post or email in the course of contacting you or your application or that you send us via our online application form.