

**Information regarding Data Protection during the Application
Process at Johannes Gutenberg University Mainz
(JGU)**

The protection of your personal data is one of our primary concerns during the entire application process, which is why we are committed to providing you with a confidential application procedure.

In the following, we will inform you about the manner, scope, and purpose of the collection and use of your personal data in accordance with the provisions of the Regulation (EU) 2016/679 (General Data Protection Regulation, GDPR):

1. Contact information for the Controller

Johannes Gutenberg University Mainz (JGU)

Represented by the President

Univ. Prof. Dr. Georg Krausch

Saarstr.21

55122 Mainz

Tel.: +49 6131 39-22301

Fax: +49 6131 39-26611

praesident@uni-mainz.de

2. Contact information for the Data Protection Officer

Data Protection Officer JGU

Saarstr.21

55122 Mainz

Tel.: +49 6131 39-22109

Fax: +49 6131 39-25131

datenschutz@uni-mainz.de

3. Purpose and Legal Basis for Processing

If you decide to apply at JGU, we will use the information provided in your application to get in contact with you. Additionally, we will use your data to assess whether you have the aptitude, professional experience, and qualifications for the position for which you are applying. The data you provide will be processed and used exclusively for the purposes of processing your application in accordance with Art. 88 GDPR, in connection with subsection 87 S. 2 LBG in connection with 20 para. 1,3 *Landesdatenschutzgesetz* (LDSG).

In the case of a successful application, the data, provided during the application process can be further processed and used for purposes of employment.

4. Recipients of the Personal Data

The responsible HR managers at JGU, the HR representatives involved in individual cases (e.g. Staff Council, Youth and Trainees Council, Representative Body for People with Sever Disabilities, Equality Commissioner), as well as members of selection or appointment committees, if applicable, will receive the personal data, which you provided in your application.

Your data will be used specifically for processing the application, in accordance with the data protection regulations. It will not be passed on to other third parties unless you have given your express consent to the transfer in advance, or there is a legal obligation to do so.

5. Data Storage, Usage, and Erasure

If the application for a position is not successful, we will store the provided data and files for six months in order to answer follow-up questions about the application. After this period of time is over, the data will be erased. You can withdraw your application at any time. This will result in the immediate erasure of your data in the applicant bank, with the following restrictions.

Furthermore, at any time during the application process, you can request that individual data which you have submitted be erased. However, JGU reserves the right to store your data for a limited period of six months in order to comply with legal requirements, in particular the obligation to provide evidence under the General Act on Equal Treatment (AGG).

6. Security

JGU uses state-of-the-art technical and organizational security measures (Art. 32 GDPR/ subsection 20 LDSG) to ensure that your personal data is protected from unauthorized data access, such as data loss, destruction, intentional manipulation, or access by unauthorized third parties.

7. Rights

The GDPR provides for various rights for "affected persons". Accordingly, they are entitled to the following rights with regard to their personal data:

- Right of access (Art. 14 para. 1, 2 GDPR)
- Right to rectification (Art. 16 GDPR) or to erasure (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to data portability (Art. 20 GDPR)
- Right to object to processing (Art. 21 GDPR)

Please note that there is no possibility of objection to the collection and processing of mandatory data in the application context (see no. 5).

- Right to lodge a complaint with a supervisory authority (Art. 77 GDPR)

The following data protection supervisory authority is responsible for JGU:

State Commissioner for Data Protection and Freedom of Information Rhineland-Palatinate

[*Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit Rheinland-Pfalz (LfDI)*]

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www.datenschutz.rlp.de

If you have any questions, please contact:

Johannes Gutenberg-Universität Mainz, Abteilung Personal, Referat PA 4: Personalrecruiting, Saarstraße 21, 55122 Mainz, E-Mail: personalrecruiting@uni-mainz.de, or our data protection officer **Claus-Toni Bertram**.