



## **Data protection information for applicants**

This data protection information for applicants informs you about how your personal data are processed at the Leibniz Centre for Agricultural Landscape Research (ZALF).

Under Article 4 (1) of the GDPR, personal data include all data that are related or relatable to you, in particular by reference to an identifier such as a name, an organisation number or staff number which can be used to identify you.

### **Personal information and personal data:**

ZALF collects and processes the following personal data information (both on paper and digitally) provided by you through your application (collectively known as "**applicant data**"):

- **Contact details** such as your name, address, telephone number and e-mail address;
- **Information on your professional experience and skills**, as well as past employment, language skills, performance appraisals, assessments and quotas;
- **Photograph** (if volunteered).

There are no plans to process any special types of personal data. However, if you provide any, such as health-related data, these data will also be processed.

### **Purposes, legal basis and consequences of data processing:**

Applicant data will be collected and processed for the purposes of recruiting and employing staff to identify the skills and aptitude of individuals who have applied for a position (collectively known as "**purposes of the processing**"):

ZALF relies on the following legal bases regarding data processing:

- Need to employ staff (Section 88 of GDPR in conjunction with Article 26 of the German Data Protection Act (BDSG) as amended);
- Consent, if provided by you and if set down by law (Section 6 (1a) of GDPR in conjunction with Article 88 of GDPR and Article 26 (2) of BDSG as amended);
- Compliance with statutory provisions (Article 6 (1c) of GDPR).

The provision of such data is voluntary. If this information is not provided, it could make the recruitment process impossible, unfortunately meaning that ZALF cannot consider your application.

### **Categories of recipients:**

At ZALF, personal data are processed within the HR department and in the relevant department. ZALF is entitled to pass the information on to third parties for the following processing purposes:

- **Data processing companies:** Certain third parties ("processors") may receive your personal data for the purpose of processing when given appropriate instructions, to the extent that this is necessary for the purposes of the processing. Data processing companies are contractually obliged to implement corresponding technical and organisational measures to protect personal data and process it in the manner indicated in the contract.



### **Retention period:**

Where required, application data are stored by ZALF and our service providers to the extent that this is necessary for compliance with our obligation, and at the most for the time that is necessary to achieve the purposes under data protection law currently in force.

If you have applied, but not received a confirmation, we save your application for another 6 months. After those 6 months, all information is erased unless it is required for further legal purposes and to bring an action. Should we wish to add you to our reserve of applicants, we ask for your consent in the rejection e-mail. In this case, we would keep your application for one more year for the purposes of reassessment and for later vacancies. After that year your data are erased.

### **Automated decision-making:**

ZALF does not use any automated decision-making in connection with the application.

### **Body responsible for the processing of your personal data:**

Insofar as no deviating contractual agreements have been made, the competent body responsible for the collection, processing and use of your personal data is ZALF, in the Federal Republic of Germany.

Applicant data are stored and processed on an internal drive. The technical installation is designed so that only a small circle of specially authorised persons are entitled to access it, and no other means of accessing or otherwise perusing the data is possible according to the state of the art.

### **Your rights:**

When you have given your consent, you have the opportunity of withdrawing that consent at any time with future effect. That withdrawal of consent shall not affect any previous data processing.

Under relevant data protection law, you are entitled to a) consult your personal data; b) obtain the rectification of your personal data; c) obtain the erasure of your personal data; d) demand the restriction of processing of your personal data; e) demand the transmission of your personal data and f) object to the processing of your personal data. Note that the above rights may be limited by national law.

- a. Right to information: you have the right to request confirmation from us as to whether personal data concerning you are being processed; if this is the case, you have a right to access that personal data.  
The right to information extends – among other things – to the purposes of the processing, the categories of personal data concerned and the recipient or categories of recipient to whom the personal data have been or are to be disclosed. However, this is not an absolute right, and other individuals' interests may limit your right to information.  
You have the right to receive a copy of the personal data that are the subject of the processing. We are entitled to charge an appropriate fee for any further copies requested by you, on the basis of administrative costs.
- b. Right to rectification: you have the right to request from us the rectification of incorrect personal data concerning you. Depending on the purpose of the processing, you have the



right to have incomplete personal data completed, including by means of providing a supplementary statement.

- c. Right to erasure (right to be forgotten): under certain circumstances, you have the right to the erasure of any personal data concerning you.
- d. Right to restricted processing: under certain circumstances, you have the right to obtain from us the restriction of processing of your personal data. Under these circumstances, the corresponding data are marked and are processed for a specific purpose only.
- e. Right to data portability: under certain circumstances, you have the right to receive the personal data concerning you, which you have provided, in a structured, commonly used and machine-readable format and have the right to transmit those data to another company without hindrance.

You also have the right to lodge a complaint with the competent supervisory authority.

### **Right to object under Article 21 of the General Data Protection Regulation**

The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on points (e) or (f) of Article 6(1).

As ZALF primarily processes and uses your personal data for the purposes of the contractual relationship with you, however, ZALF fundamentally has a legitimate interest in processing your data that will cancel out your request for restriction.

To exercise your rights, contact us as follows:

If you have any questions regarding this information or your rights, please contact:

[Bewerbungen@zalf.de](mailto:Bewerbungen@zalf.de).

The ZALF data protection officer can be reached via the following contact details:

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