The Friedrich Schiller University Jena processes personal data in the recruitment process.

In accordance with the section 13 of the GDPR, this information sheet is about to inform you about the processing of personal data.

1. **Contact details of the persons responsible for the processing of the personal data** (section 4 subsection 7 of the GDPR)

   Friedrich-Schiller-Universität Jena
   Fürstengraben 1, 07743 Jena, Germany
   Represented by: Head of Administration, Dr Klaus Bartolmé
   Phone: +49 (0)3641 931050
   Fax: +49 (0)3641-931052
   E-mail: kanzler@uni-jena.de

   Division for Human Resources
   Fürstengraben 1, 07743 Jena, Germany
   Represented by: Head of Division, Dr Uta Bock

2. **Contact details of the Data Protection Officer** (sections 37 and 39 of the GDPR)

   Legal Office
   Dr Stefanie Buchmann
   Fürstengraben 1, 07743 Jena, Germany
   Phone: +49 (0)3641-931087
   Fax: +49 (0)3641-931082
   E-mail: datenschutz@uni-jena.de

3. **Purpose and legal basis for the processing of personal data**

   a) Purpose

   **Initiating and executing a recruitment process:**
   The University requires the personal data you provide (master data, contact details, family details, details on your health, details on your previous performance etc.) in order to be able to take your job application into consideration.

   After having received the job application, we store your data and process them in the selection procedure searching for the best candidate. As a general rule, you are not obliged to provide your personal data. However, by sending your application documents, you agree with the processing of your personal data automatically.
If you do not agree with the processing of your personal data, your application may be excluded from the recruitment process.

b) Legal basis:
   - section 6 subsection 1a and 1c in conjunction with the section 6 subsection 3 of the GDPR
   - section 33 subsection 5 of the German Basic Law (Grundgesetz, GG)
   - sections 66ff and 75 of the Thuringian Staff Representatives Act (Thüringer Personalvertretungsgesetz, ThürPersVG).

4. Duration of the retention of the personal data

When the purpose of the data processing is achieved and there is no further retention period, the details on the applicants will be deleted/destroyed. The University stores the application documents up to six months. This ensures that the University can dispute any claims regarding discrimination based on the application documents submitted. Currently, an applicant whose application is rejected must claim having been discriminated in the application process in writing within two weeks after the rejection, if applicable. In accordance with the section 61b subsection 1 of the Labour Court Act (Arbeitsgerichtsgesetz, ArbGG) in conjunction with the section 15 of the General Act on Equal Treatment (Allgemeines Gleichbehandlungsgesetz, AGG), any legal actions following those claims must be issued within three months after the original claim was submitted. Since delays, for example in delivery, must be taken into account, the retention period of six months seems appropriate.

5. Rights of the person affected

a) right of access (section 15 of the GDPR)
b) right to rectification (section 16 of the GDPR)
c) right to erasure (section 17 of the GDPR)
d) right to restriction of processing (section 18 of the GDPR)
e) right to data portability (section 20 of the GDPR)
f) right to object (section 21 of the GDPR)
g) right to lodge a complaint with a supervisory authority (section 77 of the GDPR)