

DECLARATION OF CONSENT

This declaration of consent serves the purpose of providing permission to the Helmholtz Zentrum München GmbH (HMGU) to process personal data as described below, in accordance with Art. 6(1)(a) General Data Protection Regulation (GDPR):

The HMGU Career Center collects, stores and processes data for the purpose of supporting you within your career development. This contains all offerings of the career center, such as revision and optimization of all kinds of application documents for internal or external applications, assessment of career status and goals, consultation regarding the individual career development plan as well as interview preparation and negotiation.

I consent to the processing of my personal data by HMGU as determined and described in points 1 – 6, in accordance with the aforementioned purpose:

1. To collect and process my personal data for the above purpose (either disclosed via e-mail or paper):
 - Name
 - Address
 - Email
 - Date of birth
 - Gender
 - Institute
 - Cover letter
 - CV
 - Resume
 - Education
 - Track record
 - Scientific concept
 - Publication list
 - Certificates
 - Letter or lists of recommendations
 - Individual Career Development Plan (IDP)
 - Additional information you provide voluntarily

My data will only be passed on to the persons involved within the career development process within the HMGU Career Center.

All parties involved in the process are subject to the rules of confidentiality and are obliged to comply with the GDPR.

2. Storage of my contact details on its database in case the HMGU needs to contact me for the above mentioned purpose.

3. To process my personal data within the jurisdiction of the GDPR;
4. Retain my personal data for a period up to 6 month after departing the HMGU.
5. Transfer of my personal data to third parties and/or data processors only where there is a legitimate permission, duty and prior information: Special enrollment for external career events such as Company Visits: name, gender, date of birth, nationality, e-mail

Your rights

Your rights are as follows:

- In accordance with Art. 7 (3) GDPR you may **revoke** your consent at any time. As a result, the data will not be processed in the future after the revocation has been communicated. The data processing that has taken place up until that time will remain lawful;
- You may **demand information** about your personal data in accordance with Art. 15 GDPR. In particular, information on the processing purposes, the category of personal data, the categories of recipients to whom your data has been disclosed, the planned retention period, the right to rectification, deletion, limitation of processing or opposition, the existence of the right to complain, the source of your data (if not collected by us) and the existence of automated decision-making including profiling can be provided;
- In accordance with Art. 16 GDPR, you may demand the immediate **correction and completion** of incorrect or incomplete personal data stored by us;
- You may demand, in accordance with Art. 17 GDPR, the **deletion** of your personal data unless the processing is required for the exercise of the right to freedom of expression and information, for the fulfillment of a legal obligation, for reasons of public interest or for the assertion, exercise or defense of legal claims;
- You may request the **restriction of the processing** of your personal data in accordance with Art. 18 GDPR, as far as you dispute the accuracy. You may also restrict the processing when it is unlawful, but you prohibit the deletion of the data that we no longer need, because you exert this right in order to exercise it or for the defense of your legal claim(s), or you have objected to the processing in accordance with Art. 21 GDPR;
- In accordance with Art. 20 GDPR, you have the right to **receive** your personal data that you have provided to us in a structured, common and machine-readable format or to request the transfer to another person responsible;

- In accordance with Art. 77 GDPR, you have the right to lodge a **complaint** against HMGU regarding data protection issues with the supervisory authority:

Die Bundesbeauftragte für den Datenschutz und die Informationsfreiheit
Husarenstr. 30
53117 Bonn
Telefon: +49 (0)228 997799-0
Fax: +49 (0)228 997799-5550

Contact details

The data controller, Helmholtz Zentrum München GmbH, is responsible for the processing of the above mentioned personal data and the questions or exercise of rights that may arise in connection with the data processing:

Helmholtz Zentrum München GmbH

German Research Center for Environmental Health
Ingolstädter Landstraße 1,
D-85764 Neuherberg, Germany
Phone: +49 89 3187-0
Website: www.helmholtz-muenchen.de
E-mail: dataprotectionteam@helmholtz-muenchen.de

If you have any questions relating to data protection, please contact the Data Protection Officer:

Data Protection Officer

Helmholtz Zentrum München GmbH
German Research Center for Environmental Health
Werner Bergheim
Ingolstädter Landstraße 1
D-85764 Neuherberg
E-Mail: datenschutz@helmholtz-muenchen.de

Questions, comments and requests regarding your personal data can also be sent to dataprotectionteam@helmholtz-muenchen.de

This consent form and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the laws of the federal republic of Germany.

Name

Date /
Signature
