

Privacy notice for processing personal data in the context of your appointment, consultations and sessions at the Career Center of the Helmholtz Zentrum München (HMGU) according to Art. 13 GDPR

We want to inform you about how we process your personal data in the context of your appointment, consultations and sessions at the Career Center of the Helmholtz Zentrum München (HMGU).

Purposes of processing your personal data

The HMGU Career Center collects, stores and processes your 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.

Legal basis for processing your personal data

Legal basis for processing your personal data is Art. 6(1) lit. a GDPR. According to its provisions personal data may be processed when you have given us your consent to the processing for one or more specific purposes. However you have the right to withdraw your consent at any time.

Categories of your personal data concerned

In the course of your appointment, consultations and session we process the following categories of personal data:

- 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

Duration of storage

Your personal data will be stored at the HMGU Career Center for the time it its supplying its services to you and for a period of up to 6 month after you have departed the HMGU. After that your personal data will be deleted. If you withdraw you consent your personal data will be deleted immediately unless there is a legal obligation for the HMGU Career Center to retain the personal data.

Recipients of personal data

Your personal data will only be passed on to the persons involved within the career development process of 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. Furthermore, where data is processed on behalf of the HMGU Career Center, these processors may receive your personal data. In the case of special enrolments for external career events such as company visits your name, gender, date of birth, nationality and Email may be passed on to third parties.

Transfer to a third country

Any transfer of personal data to a receiver outside the European Economic Area (EEA) will only take place as long as the EU Commission has decided, that the third country ensures an adequate level of protection, other appropriate safeguards are given (such as binding corporate rules or standard data protection clauses) or you have given us your explicit consent to the proposed transfer, after having been informed of the possible inherent risks.

Controller according to GDPR:

Helmholtz Zentrum München

Deutsches Forschungszentrum für Gesundheit und Umwelt (GmbH)

Career Center Office

Ingolstädter Landstr. 1

D-85764 Neuherberg

Phone: +49 (0)89-3187-43327

Email: careercenter@helmholtz-muenchen.de

Contact Details of the Data Protection Officer

Data Protection Officer

Helmholtz Zentrum München

Deutsches Forschungszentrum für Gesundheit und Umwelt (GmbH)

Ingolstädter Landstr. 1

D-85764 Neuherberg

Email: datenschutz@helmholtz-muenchen.de

Your rights as a data subject

In connection with the processing of your personal data you have the following rights:

- In accordance with Art. 7(3) GDPR you may withdraw your consent at any time. As a result the data will not be processed in the future after the withdrawal has been communicated. The data processing that has taken place up until that time will remain lawful.
- In accordance with Art. 15 GDPR you have the right to obtain confirmation as to whether or not your personal data is processed by the Helmholtz Zentrum München.
- In accordance with Art. 16 GDPR you have the right to obtain without undue delay the rectification of inaccurate personal data and to have incomplete personal data completed by the Helmholtz Zentrum München.
- In accordance with GDPR you have the right to obtain the erasure of your personal data stored by the Helmholtz Zentrum München, as far as processing is not necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation to which the Helmholtz Zentrum München is subject, for the performance of a task carried out in the public interest or for the establishment, exercise or defence of legal claims.
- In accordance with GDPR you have the right to obtain restriction of processing if you contest the accuracy of your personal data or the processing is unlawful.

- In accordance with GDPR you have the right to receive your personal data in a structured, commonly used and machine-readable format and to transmit your data to another controller without hindrance or to have it transmitted directly by the Helmholtz Zentrum München.
- ***In accordance with Art. 21 GDPR you have the right to object, on grounds relating to your particular situation, to processing of your personal data. The Helmholtz Zentrum München will then no longer process your personal data unless we demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.***
- In accordance with Art. 77 GDPR you have the right to lodge a complaint with a supervisory authority against the Helmholtz Zentrum München. The competent authority is:

Der Bundesbeauftragte für den Datenschutz und die Informationsfreiheit
(The Federal Commissioner for Data Protection and Freedom of Information)
Husarenstr. 30
D-53117 Bonn
Phone: +49 (0)228-997799-0
E-Mail: poststelle@bfdi.bund.de