



Information according to Art. 13 of the General Data Protection Regulation (GDPR) for the application procedure of the Max-Planck-Institut für Kohlenforschung

The Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V. (MPG) and the Max-Planck-Institut für Kohlenforschung (KoFo) take the protection of your personal data very seriously. Here we provide you with information concerning the main aspects of data processing in the context of our application and recruitment procedures.

1. Name and contact details of the controller

The controller as defined by the EU General Data Protection Regulation (GDPR) and other provisions under data protection law is the

Max-Planck-Institut für Kohlenforschung (MPI),
Kaiser-Wilhelm-Platz 1,
45470 Mülheim,
Telephone: +49 (208) 306 -0.

2. Contact details of the Data Protection Officer

The Data Protection Officer of the controller is Heidi Schuster, Hofgartenstraße 8, D-80539 Munich, telephone: +49 (89) 2108-1554, Email: datenschutz@mpg.de

3. Purpose and legal basis of the processing

When you apply to us, we process your application data for the purpose of processing the application procedure for an employee, trainee or intern relationship in order to be able to contact you and to assess whether you are suitable, sufficiently skilled and technically capable for the position for which you are applying.

If your personal data are required to implement the application procedure, the legal basis is Art. 88 GDPR in conjunction with § 26 para. 1 BDSG.

For an intern relationship, the legal basis is Art. 6 para. 1 lit. b GDPR.

4. Recipients of personal data

The recipients of the personal data received in your application documents at our Institute are the respective competent personnel positions who require these data to perform their contractual and legal obligations, e.g. the HR Department, the Division head, the employee representatives, Central Representation of Employees with Severe Disabilities and the Gender Equality Officer. Your data is not disclosed to third parties.

5. Duration of storage

If your application is not successful and no service/employment relationship is established with you, your personal data / application documents are deleted or destroyed six months after you receive your rejection, to the extent that a longer period is not required in order to defend against legal claims. If your application is successful, the transmitted data / application documents are saved for the purpose of establishing and processing the employment or service relationship, taking into account the legal requirements and saved in your personnel file.



6. Rights of the data subject

You have a right to

- Access (Article 15 GDPR)
- Rectification (Article 16 GDPR)
- Erasure (Article 17, para. 1 GDPR)
- Restriction of processing (Article 18 GDPR)
- Data portability (Article 20 GDPR)
- Objection to processing (Article 21 GDPR)
- Withdrawal of consent (Article 7, para. 3 GDPR)
- Right to lodge a complaint with a supervisory authority (Article 77 GDPR)

To assert your rights, please contact

Max-Planck-Institut für Kohlenforschung
Kaiser-Wilhelm-Platz 1,
45470 Mülheim

The supervisory body responsible for the Max-Planck-Institut für Kohlenforschung is the State Data Protection Officer and State Officer for Freedom of Information for North-Rhine-Westphalia, Kavalleriestr. 2-4, 40213 Düsseldorf, <http://ldi.nrw.de>

7. Duty to provide the data

The provision of personal data is required to legitimately carry out the selection process. Where the relevant personal data are missing from the application documents, this can result in the application being disregarded when filling the position. The legal requirements of the Max Planck Institute for the selection process especially result from Art. 33 para. 2 of the German Constitution, the General Act on Equal Treatment and budget law. Accordingly, the selection decision must be based on suitability, skills and technical capability.

Translation informative – the legal principles of the German version apply