

Information pursuant to Article 13 of the Basic Data Protection Ordinance (DSGVO) for

handling applications

at the Leibniz Institute for Farm Animal Biology

Purposes of processing

The aim of the selection process is to identify the most suitable candidate for the particular job advertised. Only through the provision of personal data by the applicants for the duration of the respective recruitment procedure, a comparative assessment of applicants can be made and a well-founded selection decision can be taken. If the permission to process personal data is not given or revoked, participation in the respective recruitment procedure will cease, as an assessment is no longer possible. The personal data submitted with the job application will be used exclusively for the purpose of deciding on the filling of the vacancy and to defend against any legal claims asserted against FBN in the respective recruitment proceedings.

Please pay attention to the complete application documents with each application. This includes

- cover letter stating which job offer(s) you are applying for
- curriculum vitae including first and last name, current address, telephone number and e-mail address
- - Scan of the following documents (if available):
 - o school leaving certificate(s)
 - o vocational training certificate(s) or study certificate(s)/certificate(s)
 - o references from previous employers
 - o training certificates
 - o proof of internship
 - o proof of special requirements for the performance of the tasks/in the invitation to tender
- severely disabled person's pass (both sides)

In the case of unsolicited applications, we will check in consultation with you where necessary whether your application can be assigned to a current job advertisement. If no suitable job advertisement is available, you will receive a rejection. Your personal data will be deleted immediately afterwards.

Responsible for data processing

Leibniz Institute for Farm Animal Biology

Wilhelm-Stahl-Allee 2

18196 Dummerstorf

E-Mail: personal@fbn-dummerstorf.de

Data protection officer

Datenschutzbeauftragte des FBN

Frau Dr. J. Lorenz

Wilhelm-Stahl-Allee 2

18196 Dummerstorf

E-Mail: datenschutz@fbn-dummerstorf.de

Legal basis of the processing

The legal basis for processing personal data for pre-contractual and contractual purposes is Art. 5 and Art. 6 para. 1 DSGVO. This includes the name, address and contact data as well as all data of your application documents which you send us with your application. By submitting your application documents, you consent to the processing of your personal data for the respective filling procedure.

Circle of recipients of personal data

The administrative staff (Human Resources, Organisation and General Administration; secretariats), selection committees, the employee representatives to be involved in each individual recruitment process for the purposes of carrying out recruitment procedures, and the administrative management and board of directors to examine the recruitment proposal.

Duration of storage

The personal data you send will be deleted 3 months after the end of the selection procedure. You have the opportunity to object to the processing of your personal data at any time with effect for the future for reasons arising from your particular situation. Your documents will then be deleted, however, further inclusion in the recruitment process will then no longer be possible. To revoke your consent to the use of your personal data, please send a message to: personal@fbn-dummerstorf.de

Please understand that in view of the large number of applications we cannot send you a deletion confirmation.

When you take up employment at our institute, your personal data will be transferred to the personnel file as master data and processed and used there as employee data. You will be informed of the details separately when you start working for us.

Rights of the persons affected by the data processing

- right of access to personal data stored on you and their processing (Article 15 DS-GSV0)
- right to data rectification if the data stored on your person are incorrect or incomplete (Article 16 DS-GVO)
- right to deletion of personal data relating to you, provided that one of the conditions of Article 17 of the DS Block Exemption Regulation is met.
- right to limit data processing in accordance with the requirements of Article 18 (1) (a), (b) and (c) of the DS Block Exemption Regulation
- right to object to data processing pursuant to Article 21 DS-GVO
- right to complain to the State Commissioner for Data Protection and Freedom of Information Mecklenburg-Western Pomerania pursuant to Article 13 Paragraph 2 lit d