

Thank you for your expressing your interest in working at the Deutsches Zentrum für Luft- und Raumfahrt e. V. (henceforth 'DLR'). DLR takes the protection of your personal data, which you have provided to us in your capacity as an applicant, very seriously. We will therefore gladly inform you about which personal data we process as part of your application, for how long and for which purposes. We will also provide you with further information as required by data protection regulations.

In compliance with the GDPR and the German Federal Data Protection Act (BDSG), we use the terms defined in the [GDPR](#) and the [BDSG](#). These definitions can be viewed online.

## 1. Name and address of the Controller

The party responsible for upholding the GDPR (the Controller) is: Deutsches Zentrum für Luft- und Raumfahrt e. V. (DLR), Linder Höhe, 51147 Cologne; telephone: +49 2203 601-0; website: <https://www.dlr.de/>

## 2. Name and address of the data protection officer

Date Protection Officer Uwe Gorschütz, Linder Höhe, 51147 Cologne, email: [datenschutz@dlr.de](mailto:datenschutz@dlr.de)

## 3. Purpose of data processing

The data will be processed for applications for a vacant position or speculative applications.

## 4. Legal basis for data processing

The legal basis for the processing of personal data is Art. 6, Para. 1 b) of the GDPR. See Point 5 for details.

## 5. Data categories

Processes	Data	Legal basis
Applicant master data	Title, first name, last name, email, nationality where required for on-site appointments atDLR	Article 6, Para. 1 b)
Cover letter	Cover letter as an uploaded file	Article 6, Para. 1 f)
Applicant CV	CV as an uploaded file	Article 6, Para. 1 f)
Applicant references	References as an uploaded file	Article 6, Para. 1 f)
Additional information about the applicant	Proof of severe disability as an uploaded file	Article 6, Para. 1 b) in conjunction with BDSG Section 26
Other application documents	Other application documents as uploaded files	Article 6, Para. 1 f)
Applicant questions	Answers/information provided in response to questions	Article 6, Para. 1 f)
Applicant visit	Last name, first name, street, postal code, city, gender, nationality, arrival and departure times	Article 6, Para. 1 c) and d)

## 6. Processor/third party

We transmit data to the following internal or external sub-contractors/service providers based on the procedures outlined in Point 5:

- Application management service provider: conclusis GmbH, Frankfurter Straße 561, 51145 Cologne, Germany
  - Textkernel/JoinVision: your CV is automatically processed using the parsing tool from Textkernel or JoinVision. After the parsing process is complete, your data will be erased at Textkernel or JoinVision.
- DLR facility security: In the event of on-site appointments at DLR, the following personal data is provided to external DLR facility security: last name, first name, nationality and arrival/departure time. The basis for this is Art. 6, Para. 1 c) and d) of the GDPR (export control and accident regulation). This data is saved for a period of five years after the date of the visit.

## 7. Storage

The application management system is operated by conclusis GmbH, Frankfurter Str. 561, 51145 Cologne on behalf of DLR. An order processing contract has been concluded with conclusis, encompassing the confidential handling of applicant data. The software is hosted on servers belonging to Hetzner Online GmbH, Industriestr. 25 in 91710 Gunzenhausen at computer centres in Nuremberg and Falkenstein.

In addition, the personal data are stored on secure DLR servers that are looked after by ComputaCenter, DLR's central certified IT service provider.

## 8. Erasure

The personal data of the person in question are erased or their processing restricted as soon as the purpose of the data processing no longer applies. This is usually 120 days after the advertised vacancy has been filled.

Application documents may be stored for up to one year in case of speculative applications or acceptance into a pool of candidates.

Data may also be stored for compliance with a legal obligation which requires processing by Union or Member state law, statutes or other regulations to which the Controller is subject.

## 9. Your rights in relation to your personal data

If your personal data are processed, you are the data subject in the sense of the GDPR and you have the following rights vis-à-vis the Controller pursuant to the following provisions:

- (1) In accordance with Art. 15 GDPR, you may request **information** about the personal data processed by us. In particular, you can request **information** about the purposes of the processing, the category of personal data concerned, the recipients or categories of recipient to whom the personal data have been or will be disclosed, and the envisaged period for which the personal data will be stored and the existence of the rights outlined in Sections 4 and 6.
- (2) In accordance with Art. 16 of the GDPR, you can request the immediate **rectification** of inaccurate or incomplete personal data stored by us.
- (3) In accordance with Art. 17 of the GDPR, you can request the **erasure** of your personal data stored by us, unless such data is being processed for reasons specified by law, in

particular for the exercise of the right to freedom of expression and information, for compliance with a legal obligation, for reasons of public interest, or for the establishment, exercise or defence of legal claims.

- (4) In accordance with Art. 18 of the GDPR, you can request that the **processing of your personal data be restricted** if you contest the accuracy of the personal data, the processing is unlawful and you oppose the erasure of the personal data and requests the restriction of their use instead, we no longer need the personal data, but they are required by you for the establishment, exercise or defence of legal claims, or you have objected to such processing pursuant to Art. 21 of the GDPR.
- (5) In accordance with Art. 20 of the GDPR, you have the right to receive the personal data which you have provided to us in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller.
- (6) In accordance with Art. 7, Para. 3 of the GDPR, you have the right to **withdraw** your consent to data processing at any time. As a result, we will no longer be authorised to continue processing such data in the future, as this is based on your consent.

## **(7) The right to object in accordance with Art. 21 of the GDPR**

**Provided that personal data are processed based on legitimate grounds pursuant to Art. 6 Para. 1 f) of the GDPR, you have the right to object to the processing of your personal data pursuant to Art. 21 of the GDPR, provided that there are reasons for such objection that arise from your individual situation or that your objection is due to direct marketing. In the latter case, you the right to object at any time, which we will honour without the need to specify a particular situation, unless the processing is being performed in order to fulfil a task that is in the public interest, as per Art. 21, Para. 6 of the GDPR.**

- (8) In accordance with Art. 77 of the GDPR, you have the right to lodge a **complaint** with a supervisory authority. As a rule, this is the supervisory authority for your usual place of residence or work, or the headquarters of the Controller.

To exercise these rights, please contact the bodies specified in Sections 1 or 2.

## **10. Declaration of consent for data processing**

I hereby consent to the processing of the personal data that I have provided to DLR under Point 5 as part of my application (see Point 3). At the same time, I also declare that I am at least 16 years old (i.e. that my 16th birthday has passed).

## **11. Changes to this data protection declaration**

Due to rapid developments online and ongoing jurisdiction, we reserve the right to adapt this data protection declaration to technical and legal requirements at any time.

This data protection declaration (version 1.1) on applications is valid from **12/05/2020 onward**.

## Declaration on the protection of your application data



Changes to this data protection regulation are made directly on this page, so that you are always informed about the data stored and used by DLR.

Our general [data protection information can be found](#) under the 'Privacy policy' heading, which appears on every page of the DLR Careers portal.