

application data

Thank you for your interest in employment with the German Aerospace Center (Deutsches Zentrum für Luft- und Raumfahrt; DLR). DLR attaches great importance to the protection of your personal data. For this reason, we inform you about the data you will be providing as part of your employment application, as well how it will be processed and stored. Please read this information carefully before submitting your application.

Name and address of the controller

The controller in the meaning of the General Data Protection Regulation, other national data protection laws in the Member States and related data protection regulations is:

Deutsches Zentrum für Luft- und Raumfahrt e. V. (DLR)
Linder Höhe
51147 Köln (Cologne)

Telephone: +49 2203 601-0

E-Mail: datenschutz@dlr.de

<https://www.dlr.de>

Name and address of the data protection officer

The controller's appointed data protection officer is:

Uwe Gorschütz, Deutsches Zentrum für Luft- und Raumfahrt e. V., Linder Höhe, 51147 Köln (Cologne)

E-Mail: datenschutz@dlr.de

What information do we collect and for what purpose?

User registration

The information provided during registration will be used to communicate with you online.

E-mail address

The e-mail address with which you provide us will be used to communicate with you. We will not disclose your e-mail address to third parties outside of DLR.

Depending on the settings of your e-mail client, it is possible that some personal data is automatically included in the e-mail sent to DLR; this will also be treated as confidential.

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Application documents

The documentation accompanying your employment application to DLR will be treated confidentially and will only be used for the purposes of processing your application and possible recruitment. All personal data provided (i.e. name, e-mail, CV, certificates, etc.) will be used solely for this purpose.

To enable us to conduct the application process correctly, you must complete the required information fields that are marked with an asterisk (*). Fields not marked * can be completed at your discretion. By filling in the non-required fields, you give DLR consent to store and process this data exclusively internally, for the purposes of the application and recruitment process.

Who can view the application data?

The DLR Human Resources department is responsible for processing the data in your application. Your personal data is accessible by any member of staff in this department at the DLR site to which you are applying, and will be made available to DLR members of staff responsible for filling the position (managers at institutes, works council, for example). They are prohibited from using the data for purposes other than those stated above. Your personal data will not be made accessible to or transferred to third parties outside of DLR.

Your right to modify or delete your application data

You have the right to have any of your personal data deleted, your application(s) withdrawn or inaccurate data modified at any time. To do so, please send an e-mail to karriere@dlr.de.

If you do not arrange for your data to be deleted, it will be stored for a further six months after the end of the application process – even if your application(s) is cancelled. Your data will be automatically deleted at the end of this six-month period.

Your voluntary disclosures in the questionnaire

By completing the voluntary questionnaire, you give your consent for this data to be stored and processed anonymously for statistical and marketing purposes. It will be used for things such as improving the DLR job portal and the entire application process. This data is stored separately from your application; it cannot be related to you as an individual or associated with your application.

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Changes to this data protection declaration

Due to rapid developments on the Internet and possible changes in legal practice, we reserve the right to adapt this data protection declaration to meet updated technical and legal requirements at any time. This data protection declaration relating to employment applications is valid from 25 May 2018.

Changes to this data protection declaration will be made directly on this page, so that you are always aware of the data stored and used by DLR.

Our [general privacy policy](#) can be found under the section 'privacy', which is found on every page of this portal.