

## Information on the processing of personal data in the context of appointment procedures by the DLR

*Information pursuant to Art. 13 et seq. of the General Data Protection Regulation (GDPR) –  
reading version*

The German Aerospace Center (DLR) takes the protection of your personal data very seriously.

With this data protection notice, we inform you in accordance with the EU General Data Protection Regulation (GDPR) applicable from 25 May 2018 on the processing of your personal data by DLR and your rights. This information will be updated as necessary and made available to you.

### 1. Controller and data protection officer

The responsible party within the meaning of the GDPR is  
German Aerospace Center (DLR)  
Linder Höhe, 51147 Cologne  
Telephone: +49 2203 601-0, Internet: <https://www.dlr.de>

The DLR data protection officer can be contacted at:  
DLR Data Protection Officer, Linder Höhe, 51147 Cologne,  
Email: [datenschutz@dlr.de](mailto:datenschutz@dlr.de)

Please direct any questions regarding the job application process to [berufungen@dlr.de](mailto:berufungen@dlr.de)

### 2. Purposes of data processing

The purpose of processing your personal data is to carry out an appointment procedure.  
DLR performs the following processing activities:

#### Processing operations by DLR

DLR is solely responsible for processing your personal data for the purpose of conducting the appointment procedure and concluding the employment contract. This includes

- The evaluation of your application data by the DLR Appointments Committee and other DLR bodies (Executive Board, Committee for Appointment Matters, Senate), including the preparation of an appointment proposal
- Transmission of application data to the members of the DLR Appointments Committee
- Processing your data for the purpose of conducting salary negotiations for the negotiation and possible implementation of the employment contract between you and DLR
- Processing and forwarding your data to the relevant DLR bodies in order to proceed with an appointment based on the appointment proposal
- Transmission of data from the negotiated employment contract to the university

### **3. Data categories**

As part of the processing activity, the following personal data, provided by your application to the institutions, will be processed. These are in any case:

- Title, first name, surname, academic title, gender, date and place of birth, postal address, telephone number, email address, preferred language of communication, photos (if applicable)
- Curriculum vitae / professional career and details of education
- Certificates and other attachments
- Evaluation results based on the assessments carried out
- Salary and contract data

### **4. Legal basis for the processing**

If the processing is based on a contract or a contractual relationship with you, Art. 6(1)(b) GDPR is the legal basis for the processing by DLR.

If the processing is based on a declaration of consent, Art. 6 (1) (a) GDPR is the legal basis for the processing.

In the case of an on-site appointment at a DLR location, the processing within the scope of access control is also based on Art. 6 (1) (c) GDPR in conjunction with export control laws and the Incident Regulation.

### **5. Recipients of personal data**

Internal disclosure of personal data is regularly carried out exclusively to the departments that have been commissioned with the processing. In this context, it is always checked whether the transfer is necessary to achieve the purpose. Your data will only be disclosed in compliance with confidentiality requirements and only to the extent permitted by law.

In addition, personal data is stored on secure DLR servers, which are maintained by DLR IT service providers.

### **6. Storage duration**

Personal data will only be processed until the purpose of the processing no longer applies. This is usually the case when the position is filled, the vacancy advertised is filled or the advertisement is terminated.

Submitted applications with all application data and documents are stored for up to six months after completion of the application process and are then deleted.

Selected data from rejected applications may be completely anonymised and archived in individual cases after the six-month period has expired. Anonymized data are used for statistical purpose only. Data from successful applicants are partially transferred to our digital onboarding programme and to the electronic personnel file.

Data may also be stored if this is required by European or national legislators in EU regulations, laws or other provisions to which the responsible party is subject.

### **7. Your rights with regard to your personal data**

You have the following rights towards the responsible party with regard to your personal data. To exercise these rights, please contact the data protection officer specified in section 1.

- Right of information – Art. 15 GDPR  
The right of information gives the data subject comprehensive insight into the data concerning him or her and some other important criteria, such as the purposes of processing or the duration of storage. The exceptions to this right regulated in Section 34 BDSG apply.
- Right to rectification – Art. 16 GDPR  
The right to rectification includes the possibility for the data subject to have inaccurate personal data concerning him or her corrected.
- Right to erasure – Art. 17 GDPR  
The right to erasure includes the possibility for the data subject to have data deleted by the responsible party. However, this is only possible if the personal data concerning him or her are no longer necessary, are being processed unlawfully, or consent to its processing has been revoked. The exceptions to this right regulated in Section 35 BDSG apply.
- Right to restriction of processing – Art. 18 GDPR  
The right to restriction of processing includes the possibility for the data subject to prevent further processing of personal data concerning him or her for the time being. A restriction occurs primarily during the examination phase of other rights exercised by the data subject.
- Right to data portability – Art. 20 GDPR  
The right to data portability includes the possibility for the data subject to receive the personal data concerning him or her in a commonly used, machine-readable format from the responsible party in order to have it forwarded to another responsible party, if necessary.
- **Right to object – Art. 21 GDPR**  
The right to object includes the possibility for data subjects to object to the further processing of their personal data in a specific situation, insofar as this is justified by the performance of public tasks or public and private interests. The exceptions to this right regulated in Section 36 BDSG apply.
- Withdrawal of consent  
Data subjects have the option of revoking their consent to data protection at any time with effect for the future.
- Complaint to a supervisory authority – Art. 77 GDPR  
Every data subject has the right to lodge a complaint with a supervisory authority. Usually, the supervisory authority of your usual place of residence or workplace or the registered office of the responsible party is available for this purpose.

## 8. Provision of personal data

There is no obligation to provide personal data. If this data is not provided in full or in part, processing will not be possible or will only be possible to a limited extent. This does not apply to data that we process on the basis of consent.

## 9. Automated decision-making

There is no automated decision-making.