

## **Data protection – Information concerning the processing of personal data during your application**

This document provides information pursuant to Article 13 General Data Protection Regulation (GDPR) concerning the collection of personal data within the context of the application procedure and employment in ..... at Friedrich-Alexander-Universität Erlangen-Nürnberg.  
(Name of department, Chair, etc.)

1. Data controller:

Friedrich-Alexander-Universität Erlangen-Nürnberg  
Schlossplatz 4  
91054 Erlangen

Postal address: Schlossplatz 4, 91054 Erlangen, Germany  
Phone: +49 9131 85-0  
Fax: +49 9131 85-22131  
E-mail: [poststelle@fau.de](mailto:poststelle@fau.de)

2. Our data protection officer can be reached as follows:

Data Protection Officer  
Friedrich-Alexander-Universität  
Erlangen-Nürnberg  
Schlossplatz 4  
91054 Erlangen

Postal address: Schlossplatz 4  
Phone: +49 9131 8525860  
Fax: +49 9131 8570239  
E-mail: [datenschutzbeauftragter@fau.de](mailto:datenschutzbeauftragter@fau.de)

3. The purpose of data collection is to facilitate a lawful check of your application as part of the application process. To do so, we store all data you provide as part of your application. On the basis of the data you provide as part of your application, we check whether you can be invited to interview as part of the selection process. If suitable candidates have been found, further personal data are then collected that are relevant for the selection decision. If you have been considered for appointment, you will be informed separately about the personal data to be collected as part of the appointment process.

The legal basis for collecting and processing data within this context are Art. 6 (1)(1)(b) GDPR, Art. 9 (2) (b) and (h) GDPR, Art. 88 (1) GDPR, Art. 8 (1)(1)(2) and (3) Bavarian Data Protection Act (BayDSG).

4. If your personal data are processed and saved electronically, the data processing systems we use are operated by the state computer centres and the State Finance Office, acting in the capacity of processors.
5. Your personal data collected as part of the application process are stored for at least three months.

If your application is not successful or if you withdraw your application, we will destroy the personal data you submitted during the application process one month after the application was rejected or withdrawn. Storage of data within these time limits is required for legal reasons in case of legal proceedings (above all any assertion of claims in accordance with the General Equal Treatment Act).

If you are given the position, you will be informed separately about the applicable provisions for dealing with your personal data, especially about the creation of a personnel file, see also Section 3 of this document.

6. We would also like to inform you of your existing rights under the GDPR.

- If your personal data are processed, you are entitled to receive information about which data concerning you have been stored (Art. 15 GDPR).
- If incorrect personal data are processed, you are entitled to a right to rectification (Article 16 GDPR).
- If the legal requirements are met, you can request that your data are erased, ask for processing to be restricted or file an objection to processing (Art. 17, 18 and 21(1) GDPR).
- Furthermore, you are also entitled to file an objection with the Bavarian Data Protection Officer. They can be reached as follows:

Der Bayerische Landesbeauftragte  
für den Datenschutz (BayLfD)  
Wagmüllerstraße 18  
80538 München

Postal address: Postfach 22 12 19, 80502 München  
Phone: +49 89 212672-0  
Fax: +49 89 212672-50  
E-mail: [poststelle@datenschutz-bayern.de](mailto:poststelle@datenschutz-bayern.de)  
Internet: [www.datenschutz-bayern.de](http://www.datenschutz-bayern.de)

If you exercise the rights stated above, Friedrich-Alexander-Universität Erlangen-Nürnberg will check whether the statutory requirements for doing so have been met.

If a request is made for deleting the data for the application during the application process, this will be considered a withdrawal of the application.