



Data protection advice for applicants

We are pleased that you are interested in us and that you are applying or have applied for a position in our institution. In the following we would like to give you some information as regards the processing of your personal data relating to your application.

Who is responsible for the data processing?

The institution responsible in accordance with the data protection act is the

Studierendenwerk (i.e. the Student Support Services) Münster AÖR
Bismarckallee 5
48151 Münster

You will find further information about our institution, details about the authorised persons as well as further contact opportunities in the site notice of our website:

<https://www.stw-muenster.de/de/impressum/>

Which of your data do we process? And for what purpose?

We process the data you sent us in order to check your suitability for the position and to carry out the application procedure.

What is the legal basis for this?

The legal basis for the processing of your personal data in this application procedure is primarily § 26 BDSG (i.e. the Federal Data Protection Act) in the version that became valid on 25.05.2018. Thereafter the processing of data which are required to make a decision about the justification of an employment relationship is permitted.

If the data is required possibly for legal prosecution after the application procedure, data processing based on the requirements of Article 6 of the DSGVO (i.e. General Data Protection Regulation), in particular for the exercise of legitimate interests pursuant to Art. 6 para. 1 lit f) DSGVO, can be carried out. Our interest then lies in the assertion of or defense against claims.

How long will your data be stored?

Your application documents will be destroyed no later than 6 months after the completion of the application procedure, your data will be deleted.

If you have received a confirmation for a position within the framework of the application procedure, the data will be transferred from the applicant data system to our human resources management system.

To which recipients will the data be transmitted?

After your application has been received, your applicant data will be inspected by the Human Resources department. The applications will then be forwarded internally in paper form to the department heads responsible for the open positions, the staff representatives, if necessary the Equal Opportunities Officer and, if appropriate, the severely handicapped employee representative. Then the further procedure will be coordinated. At the Student Support Services Münster basically only those persons have access to your data who require them so that the application procedure can be carried out properly.

Where is the data processed?

The data is processed only in data centres in the Federal Republic of Germany.

Your rights as the “party concerned”

You have the right to information concerning your personal data that we have processed.

We ask for your understanding that in the case of a request for information which is not carried out in writing we must then ask for identification that proves you are the person you say you are.

Furthermore you have the right to correction or deletion or the limitation of processing insofar as you are legally entitled to it.

Furthermore you have the right to object to the processing within the framework of the statutory provisions. The same applies to a right to data portability.

Our Data Protection Officer

We have appointed a Data Protection Officer in our institution. You can reach this person by using the following contact information:

Kerstin Bürgel

Tel. +49 (251) 83-79705

E-mail: dsb@stw-muenster.de

Right to make a complaint

You have the right to complain to a data protection supervisory authority about our processing of personal data.