

## Data protection information for applicants for faculty positions of ESMT European School of Management and Technology GmbH (Art. 13, 14 GDPR)

The following points will inform the data subjects about the processing of personal data by the ESMT and in this context the rights to which they are entitled to.

### 1. Controller

ESMT European School of Management and Technology GmbH

Schlossplatz 1

10178 Berlin

Tel.: +49 (0) 30 21231-0

Email: [legal@esmt.org](mailto:legal@esmt.org)

### 2. Data protection officer

ESMT has appointed a data protection officer. He can be reached at: Tel.: +49 (0) 30 21231-0

Email: [dataprivacy@esmt.org](mailto:dataprivacy@esmt.org)

### 3. Purpose and lawfulness of processing

- a) The purpose of the processing:
  - Communication with the applicants
  - Processing of application documents and employment contract procedures
- b) Personal data of applicants will be processed: Application documents such as cover letter, curriculum vitae, overview of all courses taught with evaluation results, a list of all publications, external recommendation letters
- c) Legal basis of the processing is:
  - Art. 6 para. 1 b) and f) GDPR
  - § 26 BDSG

### 4. Recipients/Categories of recipients

The Faculty Resources department as well as colleagues involved in the applicant process.

### 5. Duration of data storage

10 years (according to the regulations of the Berlin Senate Department)

### 6. Rights of persons concerned (data subjects)<sup>1</sup>

Data subjects can claim the following rights:

- Right of access by the data subject, Art. 15 GDPR
- Right to rectification, Art. 16 GDPR
- Right to erasure ('right to be forgotten'), Art. 17 GDPR
- Right to restriction of processing, Art. 18 GDPR
- Right to data portability, Art. 20 GDPR

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- Right to lodge a complaint with a supervisory authority, Art. 77 GDPR
- Right to withdraw a given consent, Art. 7, para. 3 GDPR
- Right to object if your personal data are processed on the legal basis of legitimate interests in accordance with Art. 6 para. 1 sentence 1 letter f) GDPR Art. 21 GDPR

Complaints relating to data protection may be lodged with the supervisory authorities. Competent authority is:

Berliner Beauftragte für Datenschutz und Informationsfreiheit

Alt-Moabit 59-61

10555 Berlin

Tel.: +49 30 13889-0

Fax: +49 30 2155050

E-Mail: [mailbox@datenschutz-berlin.de](mailto:mailbox@datenschutz-berlin.de)

<sup>1</sup>We would like to point out that the exercise of the data protection rights shall not adversely affect the rights and freedoms of other persons.

In particular, if there is a legitimate interest in keeping the information confidential (such as in the case of reference letters), the right of information may only be partially satisfied. We assume that an effective exercise of the right to information is guaranteed, provided that the data subject have been enabled to assess the scope and content of the stored personal data.