

## Information Concerning the Processing of Your Personal Data for Recruitment Purposes

This document provides information pursuant to Article 13 General Data Protection Regulation (GDPR) concerning the collection of personal data in the context of application and recruitment processes at the University of Würzburg.

1. Data controller:

Universität Würzburg

Postal address:

Sanderring 2, 97070 Würzburg

Phone: +49 931 31-0

Fax: +49 931 31-82600

Email: [info@uni-wuerzburg.de](mailto:info@uni-wuerzburg.de)

2. Contact details of the Data Protection Officer of the University of Würzburg:

Der/Die Datenschutzbeauftragte  
der Universität Würzburg

Postal address:

Sanderring 2, 97070 Würzburg

Phone: +49 931 31-0

Fax: +49 931 31-82600

Email: [datenschutz@uni-wuerzburg.de](mailto:datenschutz@uni-wuerzburg.de)

3. We will use the data collected from you during the application process for the purpose of checking whether the requirements for appointment to a position at the University of Würzburg have been met. For this purpose, we will retain all data collected from you during the application process. On the basis of the data you provided in your application documents, we will determine whether you can progress to the interview stage. If we consider you to be suitable for the position for which you have applied, we will collect additional data from you that will help us make a hiring decision. Applicants who are considered for appointment will receive a separate letter to let them know what additional data we will collect in the context of the appointment procedure.

Your data will be collected and processed on the basis Article 6 Subarticle 1 Sentence 1 Letter b GDPR, Article 9 Subarticle 2 Letters b and h GDPR, Article 88 Subarticle 1 GDPR as well as Article 8 Subarticle 1 Sentence 1 Nos. 2 and 3 *Bayerisches Datenschutzgesetz* (Bavarian Data Protection Act, BayDSG).

4. If your personal data are processed and stored electronically, the data processing systems we use are operated by the University's Information Technology Centre and/or the Office of Information Technology for the Central Administration.
5. The personal data collected from you during the application process will be retained by us for a period of at least three months:

If you are not selected for the position or if you decide to withdraw your application, we will shred the data we have collected from you after a period of three months from the date of notification of your rejection. We must retain your data for the period identified above in order to defend any potential claims for discrimination etc.

Data collected in the context of search procedures for professorships will be retained for a longer period of time.

The English text in this document only serves the purpose of providing information on the contents of the corresponding German text. Any discrepancies or differences that may arise in the translation of the official German version shall not be legally binding.

If and when you are appointed to a position at the University of Würzburg, you will receive a separate letter with details on the regulations governing the processing of the data held about you as a staff member, e. g. in your personnel file. Some of this information is also provided in section 3 above.

6. We would also like to make you aware of your rights under GDPR:

- If your personal data are processed, you have a right of access to the information held about you (Article 15 GDPR).
- If the personal data that are processed are incorrect, you have a right to rectification (Article 16 GDPR).
- If the legal requirements are met, you have the right to request the erasure or the restriction of the processing of your personal data and you have the right to object to the processing of your data (Articles 17, 18, and 21 Subarticle 1 GDPR).
- In addition, you have the right to file an objection with the Data Protection Officer of the Free State of Bavaria.

Contact details of the Data Protection Officer of the Free State of Bavaria:

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

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

If you wish to exercise the above rights, the University of Würzburg will check whether the legal requirements for doing so have been met.

If you request the erasure of your data while the application process is still in progress, your application shall be deemed to have been withdrawn.

University of Würzburg