

**Data Protection Notice on the Processing of Personal Data  
in the Context of Your Current Application**

In the following notice, we inform you, according to Art. 13 of the DSGVO [EU General Data Protection Regulation (GDPR)], about the collection and use of personal data throughout the application process for a vacancy at the Leibniz Institute for Contemporary History (IfZ).

1. Responsible institution for the collection and use of data:

Institut für Zeitgeschichte München–Berlin / Leibniz Institute for Contemporary History (IfZ) Leonrodstrasse 46 b 80636 München (Munich) / Germany	Telephone: +49 (0)89-12688-0 Telefax: +49 (0)89-12866-191
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2. Contact details of the official Data Protection Officer:

Dr Esther-Julia Howell Institut für Zeitgeschichte München - Berlin Leonrodstrasse 46 b 80636 München (Munich) / Germany	Telephone: +49 (0)89-12688-127 Telefax: +49 (0)89-12688-191 eMail: datenschutz@ifz-muenchen.de
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3. The purpose of the processing of personal data is the lawful review of your application materials throughout the application process. For this purpose, we shall save all of the data which you provide to us in context with your application. On the basis of the data which you provide to us, we shall check whether you can be invited for an interview as part of the selection process. Then we shall collect and process certain additional personal data - data which are essential for making a selection decision - from candidates who are, in principle, suitable. If you are under consideration for hiring, you will be informed separately about the collection and use of personal data within the hiring process.

The legal basis for the collection, use, and processing of data is provided by Art. 6, para. 1, first sentence of subpara. b of the DSGVO, Art. 9, para. 2 b and h of the DSGVO, Art. 88, para. 1 of the DSGVO, Art. 8, para. 1, first sentence of no. 2 and 3 of the BayDSG [Bavarian Data Protection Law].

4. As far as your personal data are processed and saved electronically, the technical operation of our data processing systems will occur through the state computation centers as well as through the Federal Office of Finance as order processor.

5. The personal data collected throughout the application process will be saved for at least 3 months:

In the case of an unsuccessful application or a withdrawn application, we shall destroy the data provided by you throughout the application process after 6 months following the notification of the rejection. The storage within these deadlines is legally necessary in case of potential suits (especially potential enforcements of claims according to the [German] General Gender Equality Act).

In case of hiring, you will be informed separately about the applicable regulations regarding the use of your personal data, especially for the purpose of creating a personnel file (also see number 3).

6. Furthermore, we would like to inform you about your rights according to the DSGVO:

- If your personal data are being processed, you have the right to obtain information on the data stored about you (Art. 15 of the DSGVO).
- If inaccurate personal data have been processed, you have the right to claim for rectification (Art. 16 of the DSGVO).
- If the legal conditions are fulfilled, you are entitled to request the erasure or restriction of the processing as well as object to the processing (Art. 17, 18 and 21 of the DSGVO).
- Furthermore, you have the right to lodge a complaint with the Bavarian Regional Data Protection Officer. The contact details are as follows:

Der Bayerische Landesbeauftragter  
für den Datenschutz (BayLfD)  
Wagmüllerstrasse 18  
80538 München (Munich) / Germany

Postal address:  
P. O. Box 22 12 19, 80502 München (Munich) / Germany  
Telephone: +49 (0)89 212672-0  
Telefax: +49 (0)89 212672-50  
eMail: [poststelle@datenschutz-bayern.de](mailto:poststelle@datenschutz-bayern.de)  
Internet: [www.datenschutz-bayern.de](http://www.datenschutz-bayern.de)

Should you make use of the above-mentioned rights, the Leibniz Institute for Contemporary History (IfZ) will check whether the legal conditions are fulfilled.

Institut für Zeitgeschichte München–Berlin /  
Leibniz Institute for Contemporary History (IfZ)