

Information according to Art. 13 and 14 General Data Protection Regulation (GDPR) for applicants

Compliance with data protection regulations is of great importance to our institution. We would like to inform you about the collection of your personal data below:

Responsible entity:

As a lead institution for Staff Journey within YUFE Alliance, University of Bremen processes your personal data during the application and selection process. Pursuant to the applicable data protection legislation, University of Bremen is considered the "data controller" with regard to your personal data.

University of Bremen commits itself to respect the obligations and principles laid down in the General Data Protection Regulation (GDPR) when it processes your personal data.

Your personal data will be collected as part of the application and selection process. The data will be stored in a computerized personnel data system and/or in a paper-based personnel file.

Data we need:

We collect core personal data that is necessary to carry out the above mentioned processes, which is: **Name, address and contact details.**

In addition, we collect and store **information about your qualifications** and your previous **career history**. This includes, for example, information about your degrees (especially your PhD), certifications and the information you provided to us during the application process.

Data processing:

Within the context of the YUFE Postdoctoral Programme, we transfer your data to our YUFE selection committee. This committee consists of ten members of our YUFE partner universities and is in charge of reviewing all applications. Selected candidates will be endorsed to the local committee of the respective contract university. For further validation and processing, we therefore transfer your data to the local selection committees. This is necessary in order to be able to decide on the employment at the respective contract university.

Data deletion:

All data collected by us will be deleted as soon as it is no longer needed for the application and selection process.

Data transfers to third countries:

Our university is part of an international group of universities in which personnel responsibilities exist across departments, universities, and national borders. For this

reason, we may transfer personal information outside the European Economic Area if this is absolutely necessary, there is a legal basis for the data transfer and appropriate data transfer mechanisms are implemented.

Confidential treatment of your data:

Your data is treated confidentially. We only transfer data to third parties if this is absolutely necessary and there is a legal basis.

If necessary, we may also disclose data to trusted third party service providers who support us, for example, in the areas of IT or archiving and destruction and with whom separate contracts for data processing have been concluded.

In individual, specific cases, further legal obligations may exist for the transmission of data.

Access rights

In addition, University of Bremen will ensure that anyone who processes your personal data:

- Acknowledges that they are contractually responsible for complying with applicable data protection laws and internal guidelines;
- Is appropriately informed

Your privacy rights:

You have the right to be informed about your personal data, to have inaccurate data corrected or deleted under the circumstances described in Art. 17 GDPR.

Additionally, you have the right to object to or obtain restriction of the institution's processing of your personal data if such processing is unlawful, and you also have the right to request the portability of your data, that is, the transfer of your data to you or to another data controller.

Any data subject has the right to lodge a complaint with a supervisory authority if he or she considers that the processing of his or her personal data is non-compliant with data protection law. A complaint may be lodged with any supervisory authority in the member state of residence or employment of the person concerned or at the place of alleged infringement.

Data protection requests:

Should you have any questions or complaints related to data protection at University of Bremen, please contact us at: pbanik@uni-bremen.de.