

Information for applicants

RWI processes personal data of applicants within the scope of application and selection procedures. The processing of your personal data within the scope of the application process serves exclusively to carry out the application procedure, in particular to determine the extent to which you are suitable for the advertised position. The processing of your applicant data is necessary for the decision on the establishment of an employment relationship. The primary legal basis for this is Article 88 GDPR in conjunction with Section 26 (1) BDSG and all other relevant provisions in German employment law (e.g. AGG, BetrVG, SGB).

In detail we use

- Sources from which we may process their data:
 - We generally access your personal data by way of direct collection as part of the application process.
This is based on Section 26 (1) of the BDSG as amended on 25.5.2018.
 - In addition, we may have received data from third parties such as job boards (Indeed and other employment agencies).
 - In addition, we may process personal data that we have permissibly obtained from publicly accessible sources (e.g. professional social networks).
Should we collect data from such sources, we will inform you immediately in accordance with Art. 14 DS-GVO
 - about the circumstance of the data collection,
 - what purposes we pursue with it and how
 - we intend to process your data.
- the following categories of personal data:
 - Within the framework of your application process we process
 - their master data
(such as first name, last name, name affixes, nationality, personnel number),
 - Contact details (such as home address, (mobile) phone number, e-mail address) and
 - the data relating to the entire application procedure (covering letter, curriculum vitae, references and proof of qualifications).

The following groups of persons at RWI are involved in the processing of your application:

- Human Resources,
- Management and deputy management of the tendering competence or research area,
- Board of Directors,
- Works Council,
- People who deal with the issues of equality in the workplace or those of severely disabled persons.
- If you have also voluntarily provided special categories of personal data (such as health data, religious affiliation, degree of disability) in the letter of application or in the course of the application procedure, processing will only take place if you have consented to this.

Storage period of their data:

- If no employment contract is concluded, the application documents are deleted six months after the rejection. We do not delete the documents immediately upon notification of the decision because we have a legitimate interest in continuing to store the documents due to the running of legal deadlines. The legal basis for this is Article 6 (1) f GDPR.

- We will only keep the documents beyond the six months mentioned above if we expressly agree this with the applicant.