

# Privacy Policy for Applicants



Hochschule für Technik  
und Wirtschaft Berlin

University of Applied Sciences

Thank you for your interest in a position with our university. In the following we would like to provide information about how your personal data will be processed in connection with your application.

**Who is responsible for data processing?** The responsible data controller within the meaning of data protection law is the

**Human Resources Department of HTW Berlin**

**Treskowallee 8**

**13187 Berlin**

Further information on the university, contact details and data privacy information can be found on our website: [www.datenschutz.htw-berlin.de](http://www.datenschutz.htw-berlin.de).

**Which data is processed by us and for what purposes?**

We process the data you send us in connection with your application in order to assess your suitability for the position and to carry out the application procedure.

**On what legal grounds is this done?**

The legal ground for the processing of your personal data in this application procedure is primarily § 26 (1) sentence 1 of the Federal Data Protection Act (BDSG). In accordance with the applicable law, your data may be processed for employment-related purposes where necessary for hiring decisions.

**Which recipients will receive access to your data?**

Only persons who require this data in order to duly conduct the application procedure will be able to access your data. Your application data will be reviewed by the responsible application team after your application has been received. Suitable applications will then be forwarded to the persons responsible for the respective organisational unit and the involved committee representatives.

**How long is the data stored?**

Data provided by applicants will be deleted at the latest 6 months after the end of the application procedure. If you start your position with us after the application procedure, your data will be transferred to our human resources information system.

**Where is the data processed?**

The data processing is carried out exclusively on site in our Information Technology Centre.

**Your rights as a “data subject”**

You have the right for your data to be rectified, the right for your data to be erased, the right to restriction of data processing and the right to data portability; the right for your data to be erased may be partly limited by legal regulations, e.g. by the Fiscal Code of Germany.

On written request, we will inform you in accordance with applicable law whether we have stored personal data about you and if so which data.

You also have the right to object to the processing of your data. If you exercise your right to object, this may mean that we are unable to consider you for the position for which you have applied.