

# Applicant and candidate privacy policy of the Leibniz Institute of Virology

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The Leibniz Institute of Virology, attaches great importance to the protection of personal data. The purpose of this document is therefore to provide you with information about the data we collect, process and use during the application and recruitment process in accordance with the applicable data protection laws and regulations.

## Data collection

We collect and process the following application data during the recruitment process:

- Salutation
- Name
- Surname
- Street and number
- Postcode and location
- Email address
- Telephone/ mobile number
- Date of birth
- Application documents (cover letter, curriculum vitae, certificates, etc.)

In addition, when you access our websites, your browser will automatically transmit technical information to us. For more information, please also refer to our general privacy policy for our website.

When you apply for a position, you attest that the information provided is accurate and true to the best of your knowledge. Please note that if you make false or untrue statements or knowingly omit information, this will constitute grounds for rejecting your application or later dismissal.

## Legal basis

Your personal data will be collected and processed exclusively on behalf of the Leibniz Institute of Virology, for the purposes of carrying out its application and recruitment process based on your legitimate interest to use your data to apply for a job with us in accordance with Article 6 (1) (f) of the General Data Protection Regulation (GDPR).

## Purpose of data collection / disclosure

We collect and process your personal application data solely for the purpose of filling positions in our Institute. As a matter of principle, your data will only be passed on to internal offices and specialist departments of our company responsible for the specific application and recruitment process. We will not disclose your personal data to third parties without your prior explicit consent.

We will not use your application data for any other purpose or disclose it to third parties.

If your application is successful, we may use your data for administrative purposes in connection with your employment.

## Retention period for application data

Your personal application data will be erased six months after completing the application and recruitment process, unless this conflicts with statutory retention requirements, we need to retain the data as evidence, or you have expressly consented to a longer retention period.

## Retention for future vacancies

If we currently do not have any suitable vacancies for you, but we believe based on your profile that we would consider you for other future jobs, we will retain your personal application data for twelve months, provided that you expressly consent to such storage and use of your data.

## Data security

We have taken technical and organizational measures to protect the data collected during the application and recruitment process against manipulation and unauthorized access. All employees entrusted with the processing of your data are obliged to respect the confidentiality of your data. Your information will not, under any circumstances, be disclosed with third parties. The processing of the data takes place exclusively in Germany.

## Data controller and data protection officer

The data controller for processing your application is

Leibniz Institute of Virology  
-Foundation under civil law -  
Martinistraße 52,  
20251 Hamburg,  
Germany;  
email: liv(at)leibniz-liv.de.

You also have the option of contacting our data protection officer. You can contact our data protection officer at:

Arne Düsedau c/o  
Leibniz Institute of Virology,  
Martinistraße 52,  
20251 Hamburg, Germany  
Email: datenschutzbeauftragter(at)leibniz-liv.de

## Your rights

As the data subject, you have the right to exercise your rights towards us at any time. You have, in particular, the following rights:

- You have the right to obtain information as to whether or not personal data concerning you are being processed, and, where that is the case, the extent of such processing;
- If we process your personal data, you have the right of access, in particular, to the following information: personal data stored on you, the purpose(s) of the processing, the categories of personal data concerned, the recipients to whom we disclose data and the duration of storage;
- You have the right to obtain from us without undue delay the rectification of inaccurate and/or incomplete personal data;

- Under Article 17 GDPR, you have the right to request from us the erasure of personal data concerning you without undue delay;
- You have the right to withdraw your consent to the processing of your data at any time.
- Under Article 18 GDPR, you have the right to obtain from us restriction of processing of your personal data.
- Under Article 20 GDPR, you have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller.
- Under Article 21 (1) and (5) GDPR, you have the right to object with effect for the future, on grounds relating to your particular situation, at any time to the processing of your personal data, which is based on Article 6 (1) (e) or (f) GDPR, including profiling based on those provisions (which we do not carry out).

Please note that if you request the erasure of your personal data we will not be able to consider your application any further.

### Right to lodge a complaint

Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, if you consider that the processing of personal data relating to you infringes the GDPR.