

Data protection during the recruitment process

The HBK Braunschweig places particular importance on protecting your data during the recruitment process.

The HBK (registered address: Johannes-Selenka-Platz 1, 38118 Braunschweig) is the data controller. The following applies to how we process your personal data if you submit an application for an advertised post either by email or in hard copy:

1. Collection and processing of personal data

The following data are collected during the recruitment process:

- Personal details (first name and surname, date of birth, address, school-leaving qualification, disability (if applicable))
- Contact details (telephone number, mobile phone number, fax number, email address)
- Data in relation to your education (school, professional/vocational training, university study, post-doctoral study, *Habilitation*)
- Data in relation to your professional development, education certificates and employer references
- Details of any further qualifications (e.g., language and IT skills)
- Photograph (if a photograph is submitted as part of your application)

2. Use and transfer of personal data

The personal data submitted by you are required in order to process your application and are used solely in relation to the advertised position. The data are only accessible to individuals involved in the recruitment process. As part of some recruitment processes, it is necessary to consult external individuals who are involved. All individuals involved in the recruitment process are obligated to comply with data secrecy and have received instruction in data protection compliance in relation to candidate applications. With the exception of the regional administration directly responsible for appointments at the HBK, your data is not transferred to any further third parties.

3. Retention and deletion of data

If your application is unsuccessful, the recruitment process will end when we send you a formal notification that you will not be offered the position. Your personal data will be destroyed and/or deleted in accordance with data protection regulations within six months of the date of notification, or, in the case of legal action being taken by either yourself and/or other applicants for the position, at the point when such action is finally resolved. Any printed materials will be destroyed in compliance with data protection regulations. Should your application be successful, your personal data named at point 1 above will form part of your personnel file.

4. Data security

The HBK has adopted the necessary measures to ensure that any personal data provided as part of the recruitment process are protected against loss and misuse. Personal data are stored in a secure operational environment.

5. Right to be informed and right to withdraw consent

You have the right to request that the HBK informs you of:

- The data provided by you
- The origin of the data provided by you
- Any recipient of your data or categories of recipient to whom the HBK has transferred your data
- The purpose of retaining your data.

You can revoke your consent at any time to the future processing of your data for the purposes described above and end the recruitment process.

All requests for information and any objections to the processing of your data should be submitted to the University of the Arts Braunschweig, Johannes-Selenka-Platz 1, 38118 Braunschweig.

The supervisory authority and, if applicable, authority responsible for responding to complaints is the State Data Protection Authority for Lower Saxony (www.lfd.niedersachsen.de).

6. Lawful basis for the collection and processing of personal data during the recruitment process

The lawful basis for the collection and processing of personal data during the recruitment process is Article 6 and Article 88 GDPR in conjunction with Section 26 Federal Data Protection Act (Bundesdatenschutzgesetz, BDSG), Section 10 Lower Saxony Data Protection Act (Niedersächsisches Datenschutzgesetz, NDSG), Section 88 NBG.