

## Appendix

### **Data Protection Information Concerning the Processing of Personal Data During Your Application**

This document provides information pursuant to Article 13 of the General Data Protection Regulation (GDPR) concerning the collection of personal data within the context of the application procedure for employment at IDK Philology, Department 13-I.

1. Data controller:

Ludwig-Maximilians-Universität München  
Geschwister-Scholl-Platz 1  
80539 München

IDK Philology, Department 13-I  
Address: Schellingstraße 9, 80799 Munich  
Telephone: +49 (0)89 2180 9897  
Email: [idk.philologie@lrz.uni-muenchen.de](mailto:idk.philologie@lrz.uni-muenchen.de)

2. Our data protection officer can be reached as follows:

Data protection officer at  
Ludwig-Maximilians-Universität München

Address: Geschwister-Scholl-Platz 1  
D-80539 München  
Telephone: +49 (0) 89 2180 – 2414  
Fax: +49 (0) 89 2180 – 2414  
Email address: [datenschutz@lmu.de](mailto:datenschutz@lmu.de)

3. The purpose of data collection is to allow your application to be checked correctly as part of the application process. To do so, we store all data you provide as part of your application. On the basis of the data you provide as part of your application, we check whether you can be invited to interview as part of the selection process. If you are considered to be a suitable candidate, further personal data are then collected that are relevant for the selection decision. If you are considered for appointment, you will be informed separately about the personal data to be collected as part of the appointment process.

The legal basis for collecting and processing data within this context is Art. 6 (1) Sentence 1(b) of the GDPR, Art. 9 (2.b) and (2.h) of the GDPR, Art. 88 (1) of the GDPR, and Art. 8 (1) Sentence 1(2) and (3) of the Bavarian Data Protection Act (BayDSG).

4. In accordance with legal requirements, inform you that the submission of the required documents and the provision of your data is necessary for the implementation of the application process. Without the submission of the required documents and without providing or making available your data, your application cannot be considered. Your data will not be used for automated decision-making or profiling within the meaning of Art. 22 DSGVO.
5. If your personal data are processed and stored electronically, the data processing systems we use are operated by the state computer centers and the State Finance Office, acting in the capacity of processors.
6. Your personal data collected as part of the application process are stored for at least until the end of the application process. If your application is not successful or if you withdraw your application, we will destroy the personal data you submitted during the application process at the latest 6 months after the

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application was rejected or withdrawn. Storage of data within these time limits is required for legal reasons in case of legal proceedings (above all any assertion of claims in accordance with the General Equal Treatment Act).

If you are appointed, you will be informed separately about the applicable provisions for dealing with your personal data, especially about the creation of a personnel file, see also Section 3 of this document.

7. We would also like to inform you of your existing rights under the GDPR.

- If your personal data are processed, you are entitled to receive information about which data concerning you has been stored (Art. 15 of the GDPR).
- If incorrect personal data are processed, you are entitled to rectification (Art. 6 of the GDPR).
- If the legal requirements are met, you can request that your data are erased, ask for processing to be restricted or file an objection to processing (Art. 17, 18 and 21(1) GDPR).
- Furthermore, you are also entitled to file an objection with the Bavarian Data Protection Commissioner. They can be reached as follows:

Der Bayerische Landesbeauftragte  
für den Datenschutz (BayLfD)  
Wagmüllerstraße 18  
80538 München

Postal address: Postfach 22 12 19, 80502 München  
Telephone: +49 (0) 89 212672-0  
Fax: +49 (0) 89 212672-50  
Email: [poststelle@datenschutz-bayern.de](mailto:poststelle@datenschutz-bayern.de)  
Internet: [www.datenschutz-bayern.de](http://www.datenschutz-bayern.de)

If you exercise the rights stated above. The IDK Philology will check whether the statutory requirements for doing so have been met.

If a request is made for deleting the data for the application during the application process, this will be considered a withdrawal of the application.