

## Privacy notice for applicants (long version)

The protection and confidentiality of your data is particularly important to us. The collection (*Erhebung*) and processing (*Verarbeitung*) of your data in connection with your application is carried out exclusively within the scope of the applicable data protection law. We use software for the purpose of applicant management (hereinafter also: "**E-Recruiting**") to handle the entire recruiting and talent relationship process.

In the following, we would like to inform you about the processing of your personal data in the context of E-Recruiting. Furthermore, we will inform you about the rights to which you are entitled under the applicable data protection law.

### A. General information on data processing

#### I. Processing unit and Contact Information

Controller (*Verantwortlicher*) of the processing of your data is the respective legal entity of the UKE Group to which you apply with the help of E-Recruiting.

The following legal entities may be responsible for processing your personal data as part of the application and recruitment process:

- Universitätsklinikum Hamburg-Eppendorf, Körperschaft des öffentlichen Rechts, Martinistraße 52, 20246 Hamburg
- KFE | Klinik Facility-Management Eppendorf GmbH, Martinistraße 52, 20246 Hamburg
- KSE | Klinik Service Eppendorf GmbH, Martinistraße 52, 20246 Hamburg
- KGE | Klinik Gastronomie Eppendorf GmbH, Martinistraße 52, 20246 Hamburg
- KLE | Klinik Logistik & Engineering GmbH, Martinistraße 52, 20246 Hamburg
- Martini-Klinik am UKE GmbH, Martinistraße 52, 20246 Hamburg
- Ambulanzzentrum des UKE GmbH, Martinistraße 52, 20246 Hamburg
- MediGate GmbH, Martinistraße 52, 20246 Hamburg
- IDM gGmbH, Martinistraße 52, 20246 Hamburg

The specific legal entity responsible is the one that has advertised the respective position and named in the respective job advertisement in E-Recruiting under "Contact person" or "Contact".

If your application is an unsolicited application, the entity that processes your application if necessary and contacts you for this purpose is responsible for processing your personal data as part of the respective application process.

Where the terms "we" or "us" are used in the following, this refers to the specific entity responsible in each case.

In addition to this specific data protection information on the application process, please also refer to the general data protection declaration for our websites at <https://www.uke.de/allgemein/datenschutzerklaerung-uke/datenschutzerklaerung-website/index.html>.

#### II. Personal data (*Personenbezogene Daten*)

Personal data means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (Art. 4 No. 1 General Data Protection Regulation (hereinafter: "**GDPR**")).

### **III. Scope of the processing of personal data**

As a matter of principle, we only process your personal data to the extent necessary to provide a functioning E-Recruiting service, to carry out the application procedure and, if applicable, to provide further services in connection with E-Recruiting (e.g. the option of a job subscription or inclusion in a talent pool).

In principle, you are not obliged to provide personal data and decide yourself on the scope of the data provided. However, if you do not provide us with any data or only insufficient data, this may result in your application being rejected.

We do not use automatic decision-making or profiling.

### **IV. Legal basis for the processing of personal data**

The processing of personal data required for the use of E-Recruiting, for the implementation of the application procedure and, where applicable, for inclusion in a talent pool and the conclusion of a job subscription, is conducted on the following legal bases:

- Art. 6 para. 1 lit. b) GDPR.
- Art. 6 para. 1 lit. a), Art. 9 para. 2 lit. a) GDPR.
- Art. 6 para. 1 lit. c), Art. 9 para. 2 lit. c) GDPR.
- Sec. 25 para. 2 no. 2 Telecommunications Digital Services Data Protection Act (hereinafter: "TDDDG").

If your consent is used as the legal basis for processing, you have the right to revoke your consent at any time without affecting the lawfulness of the processing conducted based on the consent until revocation.

### **V. Deletion of data and storage period**

We store your personal data for as long as is necessary for the decision on your application. We delete or anonymise your personal data according to a differentiated anonymisation and deletion concept as soon as the purposes described in this Art. 13 GDPR notice no longer apply. Your personal data or application documents will be deleted or anonymised for a maximum of 180 days after completion of the application process (e.g. notification of the rejection decision), unless longer storage is required or permitted by law. Beyond this, we only store your personal data to the extent that this is required by law or in the specific case for the assertion, exercise or defence of legal claims for the duration of a legal dispute.

In the case of your application documents in the talent pool, you will be asked at 6-month intervals whether further storage should take place. If you do not respond to this reminder, your personal data will be deleted or anonymised after 180 days.

For further details, please refer to the following explanations.

### **VI. No transfer to third countries**

We process your data exclusively within the European Economic Area (EEA). There is no transfer to third countries.

### **B. Provision of E-Recruiting via the Internet**

#### **I. Description**

When the web server is called up for information purposes, it stores so-called log information from the computer system of the calling computer. The following data, among others, are collected:

- IP address.
- Date, time (with time zone).
- Requested address.
- Status code.
- Amount of data transmitted.

This data is not stored together with other personal data of the user.

## **II. Legal Basis**

The legal basis for the temporary storage of the data and the log files is Art. 6 para. 1 lit. b) GDPR in conjunction with Sec. 25 para. 2 no. 2 TDDDG.

The logging of the data is necessary for navigation through the pages and use of essential functions (see Sec. 25 para. 2 No. 2 TDDDG). It is also used for the purposes of detecting and tracking misuse based on the legitimate interests of data security and the functionality of the service (Sec. 25 para. 2 No. 2 TDDDG).

## **III. Purpose of data processing**

The temporary storage of your data takes place so that you can inform yourself about vacancies. In addition, processing is conducted to ensure and evaluate system security and stability as well as for other administrative purposes. An evaluation of the data for marketing purposes does not take place in this context.

## **IV. Storage period and deletion of data**

The data is continuously overwritten and thus deleted as soon as it is no longer required to achieve the purpose for which it was collected. This does not apply if legal regulations stipulate a retention period.

## **C. Processing of applicant data**

### **I. Description**

If you apply for one of the job offers via our E-Recruiting, it is necessary that we process the following categories of data:

- Master data (e.g. name, age, contact details).
- Qualifications, CV, other details from the application.
- Documents from the application and the application process.
- Statements from any selection interviews.
- Salary and salary expectations.
- Information on family circumstances.
- Data concerning health.
- Data additionally processed by directly supporting operational resources.

All data provided by you will be used solely for the purpose of processing your application. Your application data will only be processed as part of the application process to the extent required by the application process and as necessary for the decision-making process.

## **II. Application channels**

You have the possibility to choose different ways of applying.

### **1. Online application with prior registration**

You can apply online for a job offer with prior registration of an account in our E-Recruiting.

If you register for such an account, we will send you a temporary password to the e-mail address you have provided, which you will have to change the first time you log in to the E-Recruiting user account. You will then have the opportunity to submit your application at a later date.

If you have decided to register a user account in E-Recruiting, the following standard functionalities, among others, are available to you:

- Account settings: You can edit all your personal data, contact information and password.
- Applications: You can check the status of your applications. You can view saved, incomplete and also your submitted applications and change the status according to your wishes.
- Correspondence: You can view all messages sent to you in your personal user mailbox.
- Job flags: You can view the job offers you have flagged.
- Job subscription: If you have not initially found a suitable job, you can configure an automatic notification based on search criteria. You can choose between a subscription by e-mail or by RSS feed.

## **2. Online application without prior registration**

In case of an online application without prior registration, a verification of your identity is required for the further processing of your application by confirming your e-mail address via a link sent to you. Without this confirmation, your application will not be processed further and will be deleted after 21 days.

If you confirm the e-mail address, you will receive confirmation that your application is being processed. In this case, your application will be assigned to an automatically created account. You can then use your personal area with the above-mentioned standard functionalities if you log in with the provisional access data sent to you by e-mail. If you do not log in with the provisional password within one day, the password will become invalid.

## **3. Application by e-mail / postal application**

If you apply by e-mail or letter, you will receive an e-mail from us giving you the opportunity to register for an E-Recruiting user account or, if you do not wish to register, to verify your e-mail address. Without this verification, your application will not be processed further and will be deleted after 21 days.

## **III. Legal basis**

The legal basis for processing the personal data from your application is basically Art. 6 para. 1 lit. b) GDPR. Since it is conceivable that you provide us with so-called special categories of personal data as part of your application, we require your consent as the legal basis for processing this data (Art. 6 para. 1 lit. a), Art. 9 para. 2 lit. a) GDPR). In the context of the application process, it may happen that we must pass on your personal data due to legal obligations. In this case, the legal basis is Art. 6 para. 1 lit. c), Art. 9 para. 2 lit. c) GDPR.

## **IV. Purpose of data processing**

Your data will be processed for the purpose of carrying out the application procedure and, if applicable, for the provision of the E-Recruiting functionalities.

## **V. Storage period and deletion of data**

If the application procedure ends with recruitment, the duration of the data storage depends on the term of the employment contract and the existing retention periods for personnel files (up to 5 years after termination of the employment relationship). Deletion takes place after the storage period has expired. Deletion in our E-Recruiting naturally takes place at an earlier point in time.

If the application procedure ends without employment, the deletion will take place at the latest 6 months after the end of the application procedure due to the applicant's right of action under the German Equal Treatment Act (AGG).

## **D. Processing of applicant data in the talent pool**

### **I. Description**

Part of E-Recruiting is the so-called talent pool. This talent pool is intended to include applicants who were unsuccessful with their application for a specific position, but with whom we would like to remain in contact. In this case, you will receive a request from us asking whether we may include you in our talent pool.

### **II. Legal basis**

The legal basis for processing your data is your consent (Art. 6 para. 1 lit. a), Art. 9 para. 2 lit. a) GDPR).

### **III. Purpose of data processing**

The purpose of processing your data in our talent pool is to be able to approach you for further positions with us, if necessary, without you proactively applying.

### **IV. Storage period and deletion of data**

If you consent to the processing, we will initially include your application data in the talent pool for a period of 6 months. After the six months have expired, we will contact you to ask whether you would like to remain in our talent pool.

Of course, you have the option to revoke your consent at any time. In this case, we will delete your data within one day.

If you do not respond to our reminder emails, we will delete your data after 180 days.

## **E. Processing of registration data**

### **I. Description**

You have the option of registering in E-Recruiting even without a specific application in order to apply for a job offer at a later date if necessary. When you register in our E-Recruiting, it is necessary for us to process the following categories of data: Master data (e.g. name, age, contact details).

### **II. Legal basis**

The legal basis for the processing of registration data is Art. 6 para. 1 lit. b) GDPR.

### **III. Purpose of data processing**

Your data will be processed for the purpose of creating the user account in E-Recruiting.

### **IV. Storage period and deletion of data**

You can delete your data immediately at any time. An inactive user account will be deleted after 180 days.

## **F. Possible recipients of your personal data**

We use service providers to fulfil our contractual and legal obligations. If these service providers process personal data on our behalf, we have concluded the contracts required under data protection law with them.

### **- Other legal entities within the UKE Group**

Other legal entities within the UKE Group are generally responsible for their own activities. No other legal entities within the UKE Group participate in the recruitment process. Processing takes place exclusively within the respective legal entity of the UKE Group to which the applicant has applied.

### **- Processor (*Auftragsverarbeiter*)**

We also use service providers to fulfil our contractual and legal obligations. If these service providers process personal data on our behalf, we have concluded the contracts required under data protection law with them.

E-Recruiting is hosted by milch & zucker Talent Acquisition & Talent Management Company AG and provided as a cloud service. The cloud service provider receives the data described in this Art. 13 GDPR as a processor.

We have carefully selected our service providers and monitor them regularly, in particular their careful handling of personal data and the security of the data they store. We oblige all service providers to maintain confidentiality and to comply with legal requirements or are themselves subject to corresponding legal obligations. Universitätsklinikum Hamburg-Eppendorf, Körperschaft des öffentlichen Rechts, may also be a processor.

## **G. Controller (*Verantwortlicher*) and the data protection officer**

### **Controller:**

The specific legal entity responsible is the one that has advertised the respective position and is named in the respective job advertisement in E-Recruiting under "Contact person" or "Contact". Please refer to section A. I. for the exact company name.

**Data Protection Officer appointed for all legal entities mentioned under section A. I. can be reached under:**

### **[Name of respective legal entity]**

Datenschutzbeauftragter  
Martinistr. 52  
20246 Hamburg  
Telefon: 040/7410-56890  
E-Mail: [dsb@uke.de](mailto:dsb@uke.de)

## **H. Your rights as a data subject**

You have so-called data subject rights (*Betroffenenrechte*), i.e. rights that you can exercise as a data subject in individual cases. You can assert these rights against us.

You have the right to information about the personal data stored about you in accordance with Art. 15 GDPR. If you discover that inaccurate data about you is being processed, you may, under certain conditions, request a correction in accordance with Art. 16 GDPR. Incomplete data must be completed, considering the purpose of the processing. As far as the requirements of Art. 17 GDPR are fulfilled, in particular the data is no longer necessary for the original purpose and the retention periods have expired, you can request the deletion of the data from us. According to Art. 18 GDPR, you can request that we restrict the further processing of the data. This means that although your data will not be deleted, it will be marked to block it from further processing. As far as the processing of your data is based on a public or legitimate interest within the meaning of Art. 6 para. 1 lit. e), lit. f) GDPR, you may object to the processing by invoking your particular personal situation in accordance with Art. 21 GDPR.

We endeavour to process your personal data in accordance with the legal provisions. If you nevertheless believe that the processing of your personal data is unlawful under data protection law, you are welcome to contact our data protection officer.

In addition, you also have the option of submitting a complaint to the competent supervisory authority. Which supervisory authority is responsible for you depends on which federal state you reside in, or which data protection violation has occurred. A list of the supervisory authorities with addresses can be found at:

[https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)

Responsible for UKE is:

Hamburgischer Beauftragte für Datenschutz und Informationsfreiheit

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20459 Hamburg

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