

Information on data protection in application procedures at the TIB

The German National Library of Science and Technology / Technische Informationsbibliothek (TIB) attaches great importance to the protection of your personal data within the framework of an application procedure. In order to be able to consider your application in the application process, we must collect and store your personal data.

The Technische Informationsbibliothek (TIB), Welfengarten 1B, 30167 Hannover, Phone: +49 0511 762-8989, Fax: 0511 762-4076, E-Mail: information@tib.eu **is responsible for data protection.**

Data Protection Officer (Datenschutzbeauftragte/-r), Technische Informationsbibliothek (TIB), TIB Conti-Campus, Königsworther Platz 1B, 30167 Hannover, Phone: +49 0511-762 8138, E-Mail: datenschutz@tib.eu

The supervisory authority is the state commissioner for data protection of Lower Saxony, Prinzenstraße 5, 30159 Hannover, Phone: +49 511 120-4500, Fax.: +49 511 120-4500, E-Mail: poststelle@lfd.niedersachsen.de

If you apply for one of the advertised positions on paper or by e-mail, the following applies to the handling of your personal data:

The **legal basis** for the collection and processing of personal data in the application procedure is Art. 6 and 88 of the GDPR in conjunction with the German Data Protection Act. §§ 28 BDSG, 12 NDSG, 88 NBG.

The personal data provided by you will be **used exclusively for the application procedure** for the advertised position. Only persons who are involved in the application process receive information about the data. These persons are bound to secrecy. No data will be passed on to third parties.

Your personal data will be destroyed or deleted 3 months after completion of the procedure. Application documents and printed documents will be destroyed in accordance with data protection regulations. In the event that your application is successful, personal data will be included in the personnel file.

Your rights¹:

You have the right at any time to obtain the information about the data stored at the TIB, as well as the right of revocation, a right of objection if necessary and the right to data transfer, as long as the processing is based on your consent. Complaints can be submitted to the supervisory authority mentioned above. You can object to the use of the data for the aforementioned purposes at any time with effect for the future and terminate the application procedure.

¹ The terms used here are based on the definitions used in the General Data Protection Regulation (GDPR).