

## Privacy Policy for the application for a professorship

Version: 17.11.2020

---

This privacy policy contains information about the processing of your personal data by the Karlsruhe Institute of Technology (KIT) for the purpose of applying for a professorship.

### I. Personal Data

We collect and process the personal data contained in your application documents in order to assess your suitability for the position you are applying for, to contact you and to perform the appointment procedure and, if applicable, the nomination process. According to Art. 4, No. 1 of the EU General Data Protection Regulation (GDPR), personal data is "any information relating to an identified or identifiable natural person".

### II. Controller

The controller of data processing within the meaning of the GDPR and other data protection legislation:

Karlsruhe Institute of Technology  
Kaiserstraße 12  
76131 Karlsruhe  
Germany  
Phone: +49 721 608-0  
Fax: +49 721 608-44290  
E-mail: [info@kit.edu](mailto:info@kit.edu)

Karlsruhe Institute of Technology is a corporation governed by public law. It is represented by the President, Prof. Dr.-Ing. Holger Hanselka.

Our Data Protection Officer can be contacted at [datenschutzbeauftragter@kit.edu](mailto:datenschutzbeauftragter@kit.edu) or by ordinary mail with "Die Datenschutzbeauftragte" (the data protection officer) being indicated on the envelope.

### III. Data processing and recipients

The data processing and the recipients of your personal data depend on the stages of the appointment procedure. It is divided into the selection process, the appointment negotiations and the actual appointment.

## 1. Selection process

The selection process includes data processing from the collection of the application documents to the decision on the appointment proposal.

### a. Received application documents

The responsible employees of the office to which you have submitted your application documents will process the personal data provided to coordinate the appointment procedure.

### b. Appointment commission

At the end of the application period, the application documents will be forwarded to the chairman of the appointment commission. He or she will prepare a list with all relevant information on the applicants and make it available to the members of the appointment commission.

The appointment commission is usually composed of the following members:

- Chairperson of the commission
- Scientific member of the institute or member from the group of academic staff, including adjunct professors and their representatives
- KIT-external consultant
- Two female professionals
- Two student members
- Member of the Executive Committee of the KIT Department and, if applicable, member of the program management
- A representative of the Equal Opportunities Office
- Member of the administrative staff
- Further professorial members and leading scientists according to section 15 KITG

The appointment commission can be expanded by additional members and guests. It has the task of reviewing your documents, performing the selection process with expert colloquia and teaching rehearsals, obtaining expert assessments from participating institutions and preparing an appointment proposal.

### c. Further involved entities

The appointment commission forwards the necessary data for the appointment proposal to the council of the division, the council of the KIT department, the dean of study affairs, the Equal Opportunities Officer, the division administration, the business unit Strategic Corporate Development and Communications – Appointment Procedures (SEK-BV), Human Resources (PSE) and – if necessary – to additional supporting organizational units of the administration. The appointment proposal will be forwarded to the Executive Board and the KIT Senate for decision making.

## 2. Appointment negotiations

Following the offer of appointment, the appointment negotiation will be initiated. As part of the preparation the necessary data for entering into the employment relationship will be processed and additional documents will be requested and processed to proceed with the appointment negotiations and subsequently prepare an equipment offer and an appointment agreement.

The heads of division, the KIT Deans, the department administrations and the supporting organizational units of the administration receive the prepared documents. If necessary, the documents are forwarded to other units within the divisions. The Executive Board, SEK-BV, and, if applicable, PSE receive knowledge of the proposed salary.

In the appointment interview, your relevant personal data will be disclosed to the participants, regularly consisting of:

- President of KIT
- Head of division
- KIT Dean
- Head of Appointment Procedures

If applications are submitted to the Ministerium für Wissenschaft, Forschung und Kunst Baden-Württemberg (MWK - Ministry of Science, Research, and the Arts of the State of Baden-Württemberg), the responsible office submits the necessary documents to the Ministry.

## 3. Acceptance of the offer of appointment

If you accept the offer of appointment, the necessary data for the performance of the employment relationship will be processed and additional documents will be requested and processed so that the actual appointment can be initiated via PSE.

The equipment offer is forwarded to the divisions (in particular the head of division, the KIT department, the division administration) and the supporting organizational units of the administration.

## 4. Appointment

The appointment agreement and application documents will be sent to PSE for further processing.

## IV. Storage duration

Upon completion of the appointment procedure, the application documents are deleted after a process-dependent retention period, provided that there are no legal retention requirements or the obligation to delete is otherwise suspended. In general, the documents for the proof of the proper equal treatment of applicants are retained for a period between three and six months, depending on whether there are complaints in this regard within the legal period. In the event of an appointment, the documents required for the performance of the employment relationship are added to the files.

## V. Legal basis

The legal basis for the processing of your personal data is Art. 88 par. 1 GDPR in connection with section 83 par. 1 Landesbeamtengesetz Baden-Württemberg (State Civil Service Act of the state of Baden-Württemberg) as far as personal file data in the sense of civil service law is concerned, otherwise Art. 88 par. 1 GDPR in connection with section 15 Landesdatenschutzgesetz Baden-Württemberg (State Data Protection Act of the state of Baden-Württemberg), since the data processing is necessary for the conclusion of the employment relationship.

## VI. Video conference

Appointment commission meetings can be arranged using the BigBlueButton video conferencing tool. The meetings are not recorded. BigBlueButton is operated locally on KIT servers and is protected against unauthorized access by technical and organizational measures. For information on how BigBlueButton works and on data processing in BigBlueButton, please visit: <https://www.scc.kit.edu/dienste/vc-bbb.php>

## VII. Implementation of online votes

KIT operates the voting tool LimeSurvey on its own servers to enable secure online voting in appointment negotiations. This ensures that the contents of the vote are only disclosed to authorized participants. Information on the functionality and data processing in LimeSurvey can be found at: <http://www.scc.kit.edu/dienste/lis-gremien.php>

## VIII. Potential analysis (only only applies to appointment procedures for junior professorships and tenure-track professorships)

The appointment procedure for junior professorships and tenure-track professorships at KIT is supplemented by an assessment of the relevant interdisciplinary aspects (leadership potential, potential indicators) in order to take into account the special situation of the early stage of the appointment in relation to the scientific age of the applying persons. The results on the development of leadership potential and potential indicators support and expand the basis for the appointment committee's decision.

In addition, the results of the potential analysis in the years of the qualification period serve in particular as a basis for the systematic and targeted development of junior professors and tenure-track professors.

If necessary, the appointment commission will process your application documents to conduct a potential analysis.

In general, a service provider is commissioned to perform the potential analysis:

You will be contacted during the procedure regarding the arrangement of the potential analysis either by **Obermann Consulting GmbH**, which is commissioned by KIT to provide the potential analysis or by **Human Resources Development and Vocational Training of KIT (Dienstleistungseinheit Personalentwicklung und Berufliche Ausbildung des KIT (PE-BA))**.

As part of the potential analysis, an online pre-assessment is conducted and an interview including a discussion situation with you is carried out and evaluated.

### **1. Provision of the potential analysis by Obermann Consulting GmbH**

If the potential analysis is provided by Obermann Consulting GmbH (Agrippinawerft 10, 50678 Köln), the following data will be forwarded to Obermann Consulting GmbH by KIT:

- First name, last name
- E-mail address
- Phone number

Obermann Consulting GmbH will contact you with regard to the performance of the potential analysis and will coordinate its realization.

KIT then processes your personal data included in the report of Obermann Consulting GmbH on the result of the potential analysis. The personal data collected within the context of the potential analysis in the junior professorship or tenure track appointment procedure are stored on the servers of the KIT and are evaluated for the purposes of job-related aptitude diagnostics and evaluation. They can only be viewed by KIT employees who are involved in the procedure.

The legal basis for the processing is Art. 88 par. 1 GDPR in conjunction with section 15 Landesdatenschutzgesetz Baden-Württemberg (State Data Protection Act of the state of Baden-Württemberg), since the processing is necessary for entering in to an employment relationship and for purposes of internal personnel planning.

We delete the data if they are no longer required for the purposes mentioned and there is no legal obligation to retain them. Alternatively, we make the data completely anonymous in order to use it for research purposes. In this case, it is no longer possible to identify you personally.

In the event of your appeal, your data will be passed on to the persons entrusted with personnel development in order to offer targeted support in the tenure-track phase. The legal basis for the processing is Art. 88 par. 1 GDPR in conjunction with section 15 Landesdatenschutzgesetz Baden-Württemberg (State Data Protection Act of the state of Baden-Württemberg), since the processing is necessary for entering in to an employment relationship and for purposes of internal personnel planning.

You have the opportunity to receive feedback on your potential analysis after the appointment procedure. To do so, please contact the Obermann Consulting GmbH ([info@obermann-consulting.de](mailto:info@obermann-consulting.de)) after the appointment or a letter of rejection.

### **2. Provision of the potential analysis by Human Resources Development and Vocational Training of KIT (PEBA)**

If the potential analysis is provided by the internal Business Unit PEBA, the data required to conduct the potential analysis will be forwarded to them. PEBA will also use this information to contact you regarding the potential analysis. For the preparation of the potential analysis PEBA receives insight into the application letter and the curriculum vitae from the application documents.

The personal data collected within the context of the potential analysis in the junior professorship or tenure track appointment procedure are stored on the servers of the KIT and are evalu-

ated for the purposes of job-related aptitude diagnostics and evaluation. They can only be viewed by KIT employees who are involved in the procedure.

The data of the online pre-assessment is collected by Brooklynmaxx GmbH.

The legal basis for the processing is Art. 88 par. 1 GDPR in conjunction with section 15 Landesdatenschutzgesetz Baden-Württemberg (State Data Protection Act of the state of Baden-Württemberg), since the processing is necessary for entering in to an employment relationship and for purposes of internal personnel planning.

We delete the data if they are no longer required for the purposes mentioned and there is no legal obligation to retain them. Alternatively, we make the data completely anonymous in order to use it for research purposes. In this case, it is no longer possible to identify you personally.

In the event of your appointment, your data will be passed on to the persons entrusted with personnel development in order to offer targeted support in the tenure-track phase. The legal basis for the processing is again Art. 88 par. 1 GDPR in conjunction with section 15 Landesdatenschutzgesetz Baden-Württemberg (State Data Protection Act of the state of Baden-Württemberg), since the processing is necessary for the performance of the employment relationship and for purposes of internal personnel planning.

You have the opportunity to receive feedback on your potential analysis after the appointment procedure. To do so, please contact Human Resources Development and Vocational Training of KIT (PEBA) (Jasmin.Frank@kit.edu).

## IX. Rights

You have the following rights regarding your personal data:

- Right to withdraw your consent with effect for the future if the processing is based on consent pursuant to Art. 6 par. 1 point (a) GDPR (Art. 7 par. 3 GDPR)
- Right to obtain confirmation as to whether data concerning you is being processed and information on the data processed, further information on data processing, and copies of data (Art. 15 GDPR)
- Right to rectify or complete inaccurate or incomplete data (Art. 16 GDPR)
- Right to erasure of data concerning you without undue delay (Art. 17 GDPR)
- Right to restriction of processing (Art. 18 GDPR)
- Right to receive the data in a structured, commonly used and machine-readable format, provided that the processing is based on a consent pursuant to Art. 6 par. 1 point (a) or Art. 9 par. 2 point (a) GDPR or on a contract pursuant to Art. 6 par. 1 point (b) GDPR (Art. 20 GDPR)
- Right to object to the future processing of the data concerning you which is based on Art. 6 par. 1 point (e) or (f) GDPR (Art. 21 GDPR)

You also have the right to lodge a complaint with a supervisory authority about the processing of the personal data concerning you by KIT (Art. 77 GDPR). Supervisory authority of KIT in the sense of Art. 51 par. 1 GDPR is according to Art. 25 par. 1 LDSG:

The State Commissioner for Data Protection and Freedom of Information Baden-Württemberg (Landesbeauftragter für den Datenschutz und die Informationsfreiheit Baden-Württemberg)

Street address: Königstrasse 10 a

70173 Stuttgart  
Germany  
Postal address: Post office box 10 29 32  
70025 Stuttgart  
Germany  
Phone: +49 711/615541-0  
Fax: +49 711/615541-15  
E-mail: [poststelle@lfdi.bwl.de](mailto:poststelle@lfdi.bwl.de)