

Information on Data Protection

Using the online form on this page, you can submit an application as student assistant to the Chair of Public and Nonprofit Management at the University of Potsdam. In the course of your application, personal data will be processed in compliance with the General Data Protection Regulation (GDPR) and the Brandenburg Data Protection Act (BbgDSG).

Controller:

University of Potsdam
represented by the President, Prof. Oliver Günther, Ph.D.
Am Neuen Palais 10
14469 Potsdam
Telefon: +49 331 977-0
Telefax: +49 331-977-1089
www.uni-potsdam.de

Purpose of Processing

Zweck der Datenverarbeitung ist die Entgegennahme, Sichtung und Prüfung Ihrer Initiativbewerbung als SHK bzw. WHK an der Professur für Public und Nonprofit Management. Ihre Angaben dienen ausschließlich der Kontaktaufnahme, der Bewerberauswahl sowie der potenziellen Begründung eines Beschäftigungsverhältnisses mit der Universität Potsdam.

Legal Basis

The processing is based on your consent (Art. 6 (1) sentence 1 lit. a GDPR).

Right to Withdraw Consent

You may withdraw your consent at any time. The withdrawal does not affect the lawfulness of processing carried out up to that point. To exercise this right, please use the contact details provided below. If you withdraw your consent, your application will be removed from the procedure and your data will be erased unless statutory retention obligations require otherwise.

Categories of Data Processed

- Master data (e.g. name, first name, birthday)
- Contact data (e-mail address, etc.)
- Application documents (e.g. CV, transcript of records)
- Details of degree programme, semester and enrolment status
- Any other information you provide voluntarily

No special categories of personal data within the meaning of Art. 9 GDPR (e.g. health data, religious or ethnic origin) are processed. Please avoid including such data in uploaded documents.

Recipients

The data are accessible only to the chair holder of the Chair of Public and Non-profit Management and the chair's administrative staff. No disclosure to third parties outside the University takes place.

Storage Period

Your application data will be stored for six months after the application process has concluded and then deleted, unless statutory retention periods apply or you have expressly consented to longer storage for consideration in future position allocations.

Your Rights

You have the right to request information about the processing of your personal data. This includes a copy of the data as well as details of the processing purpose, recipients and storage period.

If inaccurate data are processed, you may request rectification. Where the conditions of Art. 17 or 18 GDPR are met, you also have the right to erasure or restriction of processing (note that restricted processing may not be feasible in all cases).

You may obtain your data in a structured, commonly used and machine-readable format or request transmission to another controller (Art. 20 GDPR). Where processing is permissible without your consent, you can object under Art. 21 GDPR.

To exercise these rights, please contact:

Prof. Dr. Isabella Proeller
University of Potsdam
Chair of Public and Non-profit Management
August-Bebel-Str. 89
14482 Potsdam
Tel.: +49 331 977-3807
Fax: +49 331 977-3288
E-Mail: sek-puma@uni-potsdam.de

You can also request information from the Chief Information Officer (University of Potsdam, Karl-Liebknecht-Straße 24-25, 14476 Potsdam). The relevant form is available at: <https://www.uni-potsdam.de/de/praesidialbereich/praesident-vizepraesidenten/cio.html>.

For any data-protection questions, please contact the University's Data Protection Officer:

Dr. Marek Kneis
Am Neuen Palais 10
14469 Potsdam
Telefon: +49 331 977-124409
Telefax: +49 331 977- 701821
E-Mail: datenschutz@uni-potsdam.de

If you believe that the processing of your personal data is unlawful, you have the right to lodge a complaint with the competent supervisory authority for data protection.