



## Data protection policy with respect to the processing of personal data during the application procedure

In accordance with Article 13 of the General Data Protection Regulation (GDPR), we would like to inform you how personal data is collected during the application procedure for recruitment at the Kunsthistorisches Institut in Florenz – Max-Planck-Institut.

1. Responsible for data collection is:

Kunsthistorisches Institut in Florenz  
Max-Planck-Institut  
Via Giuseppe Giusti 44  
50121 Firenze / Italy  
Phone: +39 055 24911-1

2. Our data protection officer can be contacted at the following address:

Heidi Schuster  
Hofgartenstraße 8  
80539 München / Germany  
Phone: +49 89 2108-1554  
E-Mail: [datenschutz@mpg.de](mailto:datenschutz@mpg.de)

3. Personal data is collected for the legitimate purpose of carrying out the assessment of your application as part of the application procedure. To this end, we store all the data provided by you as part of your application. On the basis of the data submitted in your application, we will consider whether, as part of the selection procedure, you should be invited to attend an interview. For the applicants considered suitable for recruitment, we will then collect the additional personal data that is essential for the selection decision. If you are considered eligible for recruitment, we will inform you separately about the personal data to be collected during the recruitment procedure.

The lawful bases for the collection and processing of data are GDPR Article 6 Paragraph 1 Sentence 1 (b), Article 9 Paragraph 2 (b) and (h), and Bundesdatenschutzgesetz (BDSG) § 26. If your personal data is processed and stored electronically, the technical operation of our data-processing system is managed internally through our own IT system.

4. Personal data obtained during the application procedure will be stored until the end of the recruitment process; this is usually 6 months. In the event of an application being unsuccessful or withdrawn, the data submitted in the course the application will be destroyed at the end of the said time period. If you are recruited, you will be informed separately about the relevant regulations concerning the handling of your personal data, in particular with regard to the creation of personnel files; see no. 3.

5. In addition, we would like to inform you about your rights in accordance with GDPR:

- You have the right to be informed about the processing and storing of your personal data (GDPR Article 15).
- You have the right to rectify any inaccurate personal data that is processed (GDPR, Article 16).
- If the legal conditions are met, you have the right to request the erasure or restriction of processing, or to object to the processing (GDPR Article 17, Article 18, and Article 21 Paragraph 1).
- In addition, there is a right of appeal to the regulatory body. The latter can be contacted at the following address:  
Bayerisches Landesamt für Datenschutzaufsicht, Postfach 606, 91511 Ansbach / Germany.

Should you make use of the aforementioned rights, the Kunsthistorisches Institut in Florenz – Max-Planck-Institut shall assess whether the legal conditions have been met.

If, during the application procedure, the erasure of application data is requested, this will be interpreted as a withdrawal of the application.