

## Data protection information for applicants\*

The German National Library of Medicine (ZB MED) – Information Centre for Life Sciences, Gleueler Str. 60, 50931 Cologne, represented by the Scientific Director Prof. Dr. Rebholz-Schuhmann, collects the personal data you provide to us for the purpose of preparing, examining and carrying out your application procedure.

The legal basis for the processing of your personal data is primarily § 26 BDSG. This permits the processing of data required in connection with the decision to establish an employment relationship. In addition, Art. 6 (1) sentence 1 lit. b GDPR is another relevant legal basis, according to which the processing of your data is permitted if it is necessary for the implementation of pre-contractual measures that are carried out at your request.

The personal data you provide will only be used to carry out the application process for the advertised position. Only persons who are involved in the application process will have access to the data. These persons are obliged to maintain confidentiality. No data will be passed on to third parties. Your personal data will be destroyed or deleted 6 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 transferred to your personnel file.

You have the right to obtain information about the data stored at ZB MED at any time, as well as the right to rectification or erasure or to restriction of processing or - insofar as the processing is based on your consent - a right of cancellation (if applicable, a right of objection) and the right to data portability. You can object to the use of the data for the aforementioned purposes at any time with effect for the future and thereby terminate the application process.

You can contact our data protection officer by email at [datenschutz@zbmed.de](mailto:datenschutz@zbmed.de) and/or by post to:  
Data Protection Officer,  
German National Library of Medicine (ZB MED) – Information Centre for Life Sciences, Gleueler Str. 60, 50931 Cologne

\*Information on translation: The translation into English is a voluntary service provided by ZB MED. Only the German text is legally binding.

In accordance with Art. 77 GDPR, you can lodge a complaint with a supervisory authority. The data protection supervisory authority responsible for us is:

Landesbeauftragter für Datenschutz und Informationsfreiheit Nordrhein-Westfalen

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