

## Data protection notices on the use of the student job office

### Who is responsible for data processing?

According to the Datenschutzrecht (data protection law), Studentenwerk Leipzig – Anstalt öffentlichen Rechts/ Goethestr. 6/ 04109 Leipzig is responsible for data processing. You find further information on our Studentenwerk, details on the persons entitled to represent the facility and further contact possibilities in our imprint on our website: <https://www.studentenwerk-leipzig.de/en/imprint>

### Which data do we process? For what purposes?

We process data you sent us in connection with your job request to take part in a job placement procedure. Normally, the placement is done online via the job tool on the website of Studentenwerk Leipzig. It is sufficient to indicate a user name, an e-mail address, your name and first name and your matriculation number in order to register. For the job office, further personalised data are collected and stored on the server of Studentenwerk Leipzig. These include especially name, date of birth, sex, nationality, university, study programme, matriculation number, address, phone number, e-mail address, enrolment certificate, language skills as well as information on establishing contact in the feedback and on the success of the placement. When it comes to students from non-EU countries: Residence permit, duration of the work permit.

### On what legal basis do we process the data?

Article 6(1) lit. b) is our legal basis for processing your personalised data during the placement procedure. It allows processing data to execute a contract or preliminary measures.

### For how long are the data stored?

Data from job applicants are stored according to the retention periods prescribed by law. The job office can delete your profile upon request.

### To which receivers do we transfer the data?

The data are transferred to internal receivers belonging to Studentenwerk Leipzig and, if necessary, to processors of personal data. We concluded a so-called "Auftragsverarbeitungsvertrag" with this provider which secures that the data processing is done legally correct. Furthermore, the students' contact data are transferred to employers. Normally, the students receive the employers' contact data to apply for the job.

### Where do we process the data?

The data is solely processed in the Federal Republic of Germany.

### Your rights as an "affected person".

You are entitled to receive information on the personal data processed by us. If you do not request the information in writing, we ask you for your understanding that we will then probably demand a proof that states you are who you say you are. In addition, you have the right to correct, delete or restrict the processing, as long as you are legally entitled to do this. Furthermore, you have a right of objection against the processing according to the legal regulations. This also applies to a right to data portability.

### Our data protection supervisor

We have designated an external data protection supervisor for our Studentenwerk Leipzig. You can contact him via the following contact possibilities: Kevin Peter / Corinthstr. 19 / 04157 Leipzig / E-mail: [kevin.peter@was-ist-datenschutz.de](mailto:kevin.peter@was-ist-datenschutz.de) / Phone: 0800 63003061 (free of charge)

**Right to appeal**

You additionally have the right to contact the responsible supervisory authority if you are of the opinion that the processing of your personalised data has not been done lawfully. The address of the supervisory authority responsible for Studentenwerk Leipzig is the following: Der Sächsische Datenschutzbeauftragte, Bernhard-von-Lindenau-Platz 1, 01067 Dresden, phone: 0351 493-5401, fax: 0351 493-5490, e-mail: [saechsdsb@slt-sachsen.de](mailto:saechsdsb@slt-sachsen.de)