



Notes on data protection for applicants

The staff recruitment division of the Federal Office for Migration and Refugees thanks you for your application and would like to inform you about the processing of your personal data in the application procedure.

Purpose and legal basis of the processing

In the context of the selection procedure, we process your personal application data as far as necessary in order to assess your suitability, aptitude and professional accomplishments with regard to the position you are applying for (see Art. 33 para. 2 of the Basic Law for the Federal Republic of Germany - GG). Additional legal requirements for the selection procedure arise in particular from the General Equal Treatment Act (AGG), the Federal Act on Gender Equality (BGleG) and the Budget Law.

The processing of your personal application data for the aforementioned purpose is based on Art. 88 General Data Protection Regulation (GDPR) in conjunction with § 26 Federal Data Protection Act (BDSG).

The electronic collection, storage, processing and use of personal application data is carried out exclusively for the purpose of the specific application procedure. Depending on the tender and application route, the documents can be transmitted via the website service.bund.de of our data processor (Federal Office of Administration, 50728 Köln, contact: telephone: +49 22899 358-0, telephone 2: +49 221 758-0, homepage: www.bundesverwaltungsamt.de) or via the website of our data processor www.interamt.de (Interamt, Deutsche Telekom AG, Friedrich-Ebert-Allee 140, 53113 Bonn, contact: telephone: 0800 330 2204, e-mail: kontakt@interamt.de).

In the context of the selection procedure, the incoming applications are viewed, further inquiries are made if applicable, invitations to interviews are sent, and additional personal data is collected in interviews carried out in the context of the recruitment, so as to ultimately reach a decision.

Recipients and recipient categories

Employees

- of the staff recruitment division as the organisational unit which conducts the process,
 - of the specialist department concerned,
 - of the co-determination bodies (staff council, pos. severely handicapped employee representative, equal opportunities officer) of the Federal Office for Migration and Refugees (BAMF)
 - and of the staff recruitment service centre of the Federal Office of Administration (BVA) who are responsible for BAMF tenders (only for tenders via the BVA)
- have access to your application data, also exclusively for the purpose of the application procedure.

Your data **is not disclosed** for further commercial or non-commercial purposes.



Automated decision-making

A decision is not taken exclusively on the basis of automated processing. The application data is regularly evaluated by natural persons.

Storage period

The personal application data is stored for the period required depending on the specific application procedure. The data is then deleted. The storage period varies according to the procedure and depends on various criteria (e.g. particularly high numbers of applications or the type of selection procedure). As a rule, the application documents are deleted six months after notification of the rejection decision.

If, after the application procedure, an employment relationship comes about, the personal data required in the employment context is processed and included in the personnel file in accordance with 88 para. 1 GDPR in conjunction with § 26 BDSG in conjunction with §§ 106 ff. Federal Civil Servants Act (BBG) (if staff covered by collective bargaining agreements are (is?) employed, then in the corresponding application).

In this case, you will then receive separate information on data protection. The storage of documents in personnel files is governed by Art. 106 ff BBG, in case of employees covered by collective bargaining agreements, this is in the corresponding application.

Voluntary or obligatory provision

In order to carry out a legal selection procedure - and thus in particular to assess your suitability, aptitude and professional accomplishments with regard to the vacant position (cf. Art. 33 para. 2 GG) - we require certain personal data about you. If you do not provide this personal data, this may mean that we are not able to consider you for the vacant position.

Data subject rights

Right of access (Article 15 GDPR)

When personal data is processed, data subjects have extensive rights. For example, they can request information from the data controllers on the purposes of the data processing and the recipients of the data.

Right to rectification (Article 16 GDPR)

If, for example, applicants notice that they have made mistakes when entering their data in the application form or in relation to the documents uploaded, data subjects can contact the BAMF's staff recruitment division to have the data corrected.

Right to erasure (Article 17 GDPR)

Data subjects can arrange for their data to be deleted. However, this is only possible if the data is no longer required for the purpose it was collected from the data subject for, the data was processed unlawfully, or the data subject revokes his/her consent and there is no other legal basis for the processing.



Right to restrict processing (Article 18 GDPR)

Data subjects have the right, under certain circumstances, to request data controllers to restrict the processing of their personal data.

Right to data portability (Article 20 GDPR)

Subject to technical feasibility, data subjects have the right to request that a data controller transfer data provided by them to another data controller. In addition, data subjects may request that the (exclusively personal) data provided by them to a data controller be made available to them in a standard machine-readable format.

Right to object (Article 21 GDPR)

Data subjects have the right to object to the processing of their personal data at any time.

Contact

Further information on the application process can be obtained from:

Division 11F – Staff Recruitment

Frankenstraße 210

90461 Nürnberg

E-mail: Ref11FPosteingang@bamf.bund.de

Further information on data protection can be obtained from the BAMF's official data protection officer:

Official Data Protection Officer

Frankenstraße 210

90461 Nürnberg

E-mail: bDSB@bamf.bund.de

If an individual believes that his or her rights have been violated in the course of the collection, processing or use of his or her personal data by public authorities of the Federal Government, he or she has the right to lodge a complaint with the competent supervisory authority. For the Federal Government this is

The Federal Commissioner for Data Protection and Freedom of Information (BfDI)

Email: poststelle@bfdi.bund.de

Address: Husarenstraße 30, 53117 Bonn