



Data Privacy Policy for Email Applications

For positions at the Max Planck Foundation for International Peace and the Rule of Law (hereafter referred to as “the Foundation”).

Thank you for your interest in our online job posting. Protection of your personal data is extremely important to us. Therefore, you will find all the appropriate information about the collection, processing and use of this data in relation to your email application below. This is in accordance with the appropriate data protection regulations.

Data Collection

During the application process, we will collect and process the following personal information related to your application:

- Full name
- Email address
- Telephone / Mobile number(s)
- Job title
- “How did you find out about this position?” information
- Application documents: letter of application, CV (résumé), references, certificates, letters of recommendation, published papers (only for scientific positions) and similar.
- Date and time of paper publication and Skype-ID (only for successful applicants for scientific positions)

We look for the best candidates regardless of ethnicity, gender, religion or belief, disability, age or sexual identity. No information that cannot be used under the German Equality Act or other national / international equality law will be required. Please do not forward any sensitive or confidential information from former or current employers to us.

Consent for handling personal information

We can only accept your application if you are in agreement with the Foundation’s data protection policy for email applications and our handling and usage of your data. Please complete the [consent form for processing your personal data](#) and email it together with your application (CV and cover letter) to application@mpfpr.de. In doing so, you agree to the Foundation’s privacy policy and accept how we handle your personal information.

Purpose of data collection / dissemination

The information you provide to us will be kept strictly confidential and will only be forwarded within the Foundation to those involved in this specific application process. Forwarding your personal application data to other people, would not occur without prior, express consent on your part. Your information will **not** be shared with third parties **unless** legally required. The processing of this data takes place exclusively in Germany.

Retention period of application data

If we are unable to offer you the position, we will retain the information you provided for **up to six months** for the purpose of answering questions related to your application and reasoning behind your rejection.

This does not apply should legal requirements preclude deletion. In such circumstances, further storage may be required for the purpose of providing evidence (or if you expressly agree for it to be stored for a longer period).



MAX PLANCK FOUNDATION for International Peace and the Rule of Law

If your application is successful and you receive an employment contract, your data may be stored and used for normal organisational and administrative purposes in compliance with the appropriate laws.

Storage of data for future job postings

If we are unable to offer you the original position you applied for, but your profile could fit future job opportunities in other projects, we would store your personal application information for a period of twelve months, providing **you expressly agree** for us to do so (please see consent form).

Information and deletion of data; Right to revoke consent to data storage

Candidates have the right to access their data. They have a right to view, update, correct and even request deletion their saved data at any time. Simply send an email to the personnel department: application@mpfpr.de stating your full name and email address.

For further questions on data protection and our privacy policy, please contact our data protection coordinator Frauke Lachenmann at lachenmann@mpfpr.de, phone +49 (0) 6221 91404 48.

Data security

The security of your data is very important to us. This is why we have introduced physical, electronic and administrative processes that ensure the information we collect is protected. These include measures such as anti-virus software and a firewall. Only people directly involved in the application process have access to your data. The personal data and associated files sent to us are transmitted in an encrypted format to ensure misuse by third parties is prevented. Appropriate signature and encryption technology is used with secure, digital e-mail signature certificates, which are attached as an attachment to each signed e-mail in order to confirm the sender and the integrity of the e-mail.

These security measures are continuously updated to match the current technology development.

In addition to this privacy policy for e-mail applications, the Foundation's [general privacy policy](#) also applies. This is currently only available in German; the English version will follow shortly.

Changes to this privacy policy

As a result of the rapid changes to Internet technology and the development of case law, we reserve the right to adapt this privacy policy to reflect these technical and legal changes at any time. In addition, this also applies to our general privacy policy on our website.