

„How to“... Data Protection: Application platforms



THE 8 MOST IMPORTANT RULES FOR THE USE OF AN ONLINE APPLICATION PLATFORM

1. CHOOSING THE APPROPRIATE SOFTWARE

- Example: Haufe Umantis (via MPDL)

2. CONCLUDING AN ORDER PROCESSING CONTRACT WITH THE SOFTWARE PROVIDER

- Template contract in the Organisationshandbuch, Chapter XVII.03

3. DATA PROCESSING REQUIRES CONSENT

- Legal basis for the processing of the applicants' data
- Observing information obligations in advance (see below under No. 4)
- Documentation of the consent incl. what is consented to by the applicant

4. FULFILLING INFORMATION OBLIGATIONS

- Correct information pursuant to Art. 13 and 14 GDPR is the basis for the validity of consent.
- Template available on the MPG Data Protection Officer's website

5. ENCRYPTION OF DATA TRANSMISSION CHANNELLS

- The state of the art in technology is the benchmark.

6. APPLICANT'S DATA TO BE STORED SEPARATELY FROM OTHER DATA

7. LIMITING ACCESS

- Only the Personnel Department and decision-makers are granted access.
- Access permissions are to be limited again (automatically) after completion of the application process.
- Transfer of applicant data to the talent pool or within the MPG for the purpose of considering an application for another position is only permitted with the applicant's consent.

8. DELETION OF DATA OF REJECTED APPLICANTS

- after a 6-months' period

