

Privacy Policy (As of November 2020)

This privacy policy contains information about the processing of your personal data when using the Career Service Portal of Karlsruhe Institute of Technology (KIT).

I. Personal Data

When you visit the Career Service Portal of KIT, we process personal data. According to article 4 (1) of the EU General Data Protection Regulation (GDPR), personal data is "any information relating to an identified or identifiable natural person".

II. Controller

The controller of data processing within the meaning of the GDPR and other data protection legislation:

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Fax: +49 721 608-44290
E-mail: info@kit.edu

KIT is a corporation governed by public law. It is represented by the President, Prof. Dr.-Ing. Holger Hanselka.

Our Data Protection Officer can be contacted at datenschutzbeauftragter@kit.edu or by ordinary mail with "Die Datenschutzbeauftragte" (the data protection officer) being indicated on the envelope.

III. Data processing

The processing of personal data differs depending on whether you use the Career Service Portal for information purposes only or whether you login/register on the portal.

1. Informational use

When you access the portal through your web browser, we collect personal data that your browser transmits to our server according to the settings you have made. These are stored in

so-called server log files. We collect the following data which are necessary for the presentation of the pages and to ensure stability and security:

- IP address
- Date and time of access
- Time zone difference to Greenwich Mean Time (GMT)
- Type of request (specific site)
- Access status / HTTP status code
- Data volume transmitted
- Website from which an accessing system reaches our website
- Browser

The IP address is anonymized before it is stored in the server log files. The data cannot be attributed to a specific person. It is not merged with other data sources. In the event of an incorrect registration, for security reasons the complete IP address and the e-mail address used during registration are temporarily logged and deleted after seven days at the latest.

a) Cookies

A session cookie is set when you access the login page of the Career Service Portal or - if the login page is available in the browser cache - when you log in to the Career Service Portal. The session cookie is automatically deleted from your computer when you close your browser. The data stored on the web server is automatically deleted after a maximum of one hour of inactivity.

b) Transport encryption

This site uses TLS encryption for security reasons and to protect the transmission of personal information, such as the requests you send to us as the site operator. You can recognize an encrypted connection by the fact that the address line of your browser changes from "http://" to "https://" and by the lock symbol in your browser line.

If the encryption is activated, the data that you send to us cannot be read by third parties.

c) Contact Form

If you send us inquiries via our contact form, your data from the form including the contact data you entered there will be stored by us for the purpose of processing the inquiry and in case of follow-up questions. We will not pass on this data without your consent. We delete the data collected in this context after storage is no longer necessary or restrict processing if there are legal storage obligations.

d) Legal basis

The legal basis for the processing of personal data in connection with the display of the website in your browser is article 6 paragraph 1 subparagraph 1 (e), paragraph 3 subparagraph 1 (b) GDPR in conjunction with section 4 Landesdatenschutzgesetz Baden-Württemberg (LDSG – State data protection act of the state Baden-Württemberg) in conjunction with section 2 paragraph 1 sentence 4 Landeshochschulgesetz (LHG – Higher Education Act of the state Baden-

Württemberg) in conjunction with section 2 paragraph 1 and 2 KIT-Gesetz (KIT Act), as data processing is necessary to support students in cooperation with businesses and other employers in performing internships and to assist graduates in their transition into professional life.

2. Login/Registration

It is an essential part of the Career Service Portal to process personal data of job seekers and make it available to potential employers. You can find more detailed information in our FAQ. Students and employees of KIT can access via the KIT account. Other users must register on the platform. We use the so-called double-opt-in procedure for registration, i.e. your registration is not complete until you have confirmed your registration by clicking on the link contained in a confirmation e-mail sent to you for this purpose. If you do not confirm within 48 hours, your registration will be automatically deleted from our database. Please see the following for details of the registration process:

a) Login by KIT Employees

When employees of KIT login to the Career Service Portal, we process the data listed in Shibboleth on the basis of article 88 paragraph 1 DS-GVO in connection with section 15 paragraph 1 LDSG.

Additional information is voluntary information, which is provided with your consent in accordance with Article 6 paragraph 1 subparagraph 1 (a) GDPR.

b) Login by KIT Students

When KIT students login to the Career Service Portal and create a profile as a job seeker / mentee, we process the data listed in Shibboleth for the exercise of vested official authority on the basis of article 6 paragraph 1 subparagraph 1 (e), paragraph 3 subparagraph 1 (b) GDPR in conjunction with section 2 paragraph 1 sentence 4, section 12 paragraph 1 LHG in conjunction with section 2 paragraph 1 and 2 KIT-Gesetz.

Additional information is voluntary information, which is provided with your consent in accordance with Article 6 paragraph 1 subparagraph 1 (a) GDPR.

c) Registration as a company

When registering on the Career Service Portal as a contact person of a company, we collect the following data required for the exercise of vested official authority on the basis of article 6 paragraph 1 subparagraph 1 (e), paragraph 3 subparagraph 1 (b) GDPR in conjunction with section 4 LDSG in conjunction with section 2 paragraph 1 sentence 4 LHG in conjunction with section 2 paragraph 1 and 2 KIT-Gesetz:

- E-mail
- Salutation
- First name
- Last name
- Company affiliation

In addition, we collect the following personal data as voluntary information based on your consent in accordance with Article 6 paragraph 1 subparagraph 1 (a) GDPR:

- Title
- Position/task

If your standard contact address differs from the address of your company, we also collect the following personal data based on your consent in accordance with article 6 paragraph 1 subparagraph 1 (a) GDPR:

- Branch/company
- Street
- Zip code / City
- Country
- Phone (personal)
- Fax (personal)

d) Registration as mentor

When you register on the Career Service Portal as a mentor, we collect the following personal data required for the exercise of vested official authority on the basis of article 6 paragraph 1 subparagraph 1 (e), paragraph 3 subparagraph 1 (b) GDPR in conjunction with section 2 paragraph 1 sentence 4, section 12 paragraph 1 LHG in conjunction with section 2 paragraph 1 and 2 KIT-Gesetz:

- E-mail
- Salutation
- First name
- Last name

e) Processing of login/registration data

We use the aforementioned personal data to enable an exchange of information between the authorized users and to fulfill contracts with the participating companies.

The personal data of the job seekers/mentees can be viewed by the companies or mentors as far as this is configured in the profile settings.

The personal data in the advertisements placed by companies remain stored in the company account after the advertisement has been placed, so that the advertisement can be placed again if required. Until the advertisement is placed again, the personal data contained in the advertisement cannot be viewed by users.

f) Create profile as job seeker / mentee

When you create a profile, you must enter your address and, within your career profile, your field of study and your academic degree. Since these data are necessary for the exercise of vested official authority the legal basis is article 6 paragraph 1 subparagraph 1 (e), paragraph 3 subparagraph 1 (b) GDPR in conjunction with section 2 paragraph 1 sentence 4, section 12 paragraph 1 LHG in conjunction with section 2 paragraph 1 and 2 KIT-Gesetz.

The remaining information is given voluntary based on your consent in accordance with article 6 paragraph 1 subparagraph 1 (a) GDPR.

g) Jobnews

If you have confirmed your search for a job, you will automatically receive an e-mail as soon as a new job is entered for your selection criteria. You will find the link to unsubscribe from the service in the e-mail.

IV. Storage duration

The data are stored on KIT's servers and are kept for as long as necessary for the purposes of the service. You can delete your profile at any time. In this case, we will also delete the personal data collected during registration if the data does not need to be stored for a longer period of time for the purpose of contract processing or due to legal obligations.

V. Rights

Insofar as the data has been collected on the basis of your consent pursuant to article 6 paragraph 1 subparagraph 1 (a) GDPR, you have the right to withdraw this consent in accordance with article 7 paragraph 3 GDPR at any time with effect for the future. It may also relate to individual parts of the declaration. In the event of withdrawal, we will delete the data covered by the consent.

In other respects, you have the following rights regarding your personal data:

- the right to obtain confirmation as to whether data concerning you is being processed and information on the data processed, further information on data processing, and copies of data (Article 15 GDPR)
- the right to rectify or complete inaccurate or incomplete data (Article 16 GDPR)
- the right to erasure of data concerning you without undue delay (Article. 17 GDPR)
- the right to restriction of processing (Article 18 GDPR)
- the right to object to the future processing of the data concerning you which is based on article 6 paragraph 1 subparagraph 1 (e) or (f) GDPR (Article 21 GDPR)

You also have the right to lodge a complaint with a supervisory authority about the processing of the personal data concerning you by KIT (Article 77 GDPR). Supervisory authority of KIT in the sense of article 51 paragraph 1 GDPR is according to section 25 paragraph 1 LDSG:

The State Commissioner for Data Protection and Freedom of Information Baden-Württemberg (Landesbeauftragter für den Datenschutz und die Informationsfreiheit Baden-Württemberg)

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