

Privacy Policy Statement - HR

The Human Resources department of the Max Planck Institute Luxembourg is committed to protecting your personal information and complying with the EU General Data Protection Regulation (EU 2016/679). This privacy policy explains how we do this using both the e-Recruitment system, provided by the English company LUMESSE UK Limited and hosted in the United Kingdom, and a files share online platform Amazon Web Services in Frankfurt hosted in London.

Identity of the data controller and contact details

The data controller is the:

Max Planck Institute Luxembourg for International, European and Regulatory Procedural Law
4, rue Alphonse Weicker
L - 2721 Luxembourg

For any questions related to privacy and data protection you can contact us at: privacy@mpi.lu

How & which personal information is collected

In the context of the job or program application process, we collect the personal data of the data subject through the online forms provided by the job application management system. The personal data are collected directly from the data subject.

The personal information that we collect directly from the data subject includes your name, contact information (for example, your home address, phone number and email address), and employment and education history (e.g. information about your current and former employer(s), the school(s) you have attended and the degree(s) you have attained).

Why & how we use your personal information

In order to manage our e-Recruitment system, we use your personal information in our two online systems in the following ways:

- Manage your application for employment
- Contact you during your candidacy or request additional information as required
- Assess your suitability for other current and future roles at the MPI Luxembourg
- Build a relationship with you and learn more about your career interests

Your personal information is only disclosed to the following categories of recipients:

- Internal MPI Luxembourg recruiters composed of researchers, professors and administration staff
- External recruiters composed of academic persons of the University of Heidelberg and other stakeholders that are concerned about recruitment (e.g. IMPRS, MPI-IAPL, Summer school, scholarship in doctoral programs).
- External recruiters have expressly consented to our privacy policy.

We do not transmit your personal information to non-authorized third parties.

If you do not consent to the storage and use of this personal information, we will not be able to process your application.

If you are invited for a research stay within the framework of the Max Planck Institute Luxembourg's guest program, your contact data and professional data such as affiliation, your position and the title of your research topic will be stored and processed. These data will be made available to the staff and the guests of the MPI Luxembourg in order to enhance academic exchange.

Giving and withdrawing your consent

We will ask for your consent when it is required for us to process your personal information. You have the right to withdraw that consent. Should you want to withdraw your consent and be removed from the e-Recruitment repositories, you can do it anytime by contacting us at privacy@mpi.lu.

Updating your personal information

In order to keep your personal information as accurate as possible, you have the ability to view and update your user information at any time by logging into the e-Recruitment system or if it is not possible, you could contact us at recruitment@mpi.lu.

Storing your personal information

Your personal information is stored in the United Kingdom and in Luxembourg. Our IT partners, LUMESSE and Amazon Web Services guarantee that appropriate safeguards and technical measures are in place to protect your personal data. We will only keep records of your personal information for as long as you would like to stay in our systems. The Human Resources department of MPI Luxembourg controls the use of the data gathered on the two online systems.

Data Protection

In accordance with the new regulation, the users of the online systems have, in particular, the right:

- Of access:
you shall have the right to obtain from us confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to the personal data and certain information
- To rectification:
you shall have the right to obtain from us with undue delay the rectification of inaccurate personal data concerning you. Taking into account the purposes of the processing, you shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement
- To erasure:
you shall have the right to obtain from us the erasure of personal data concerning you with undue delay

- To restriction of processing:
you shall have the right to obtain from us the restriction of processing
- To object:
you shall have the right to object, on grounds relating to your particular situation at any time to processing of personal data concerning you, which is based on legitimate interests or for the performance of a task carried out in the public interest or in the exercise of official authorities vested in the controller
- To ask for the data portability
you shall have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used and machine-readable format

To exercise this right, contact the Human resources department at recruitment@mpi.lu.