

Privacy policy for the HTWG Konstanz's processing of your company's contact data and additional data as part of our collaboration in the framework of the HTWG Konstanz Career Portal.

The purpose of this privacy policy is to inform you about the HTWG Konstanz's processing of your company's contact data and additional data in our collaboration within the framework of the HTWG Konstanz career portal, via the use of the Career Center Software provided by JobTeaser.

1. Responsible Party

For the purposes of data protection, the responsible party is the HTWG Konstanz, represented by its president, Prof. Dr. Sabine Rein, Alfred-Wachtel-Str. 8, 78462 Konstanz, Germany, Tel.: ++49 - (0)7531 206-0, Email: kontakt@htwg-konstanz.de.

2. Data Protection Officer

The HTWG Konstanz has designated the following Data Protection Officer:
Prof. Dr. Marc Strittmatter, HTWG Konstanz, Alfred-Wachtel-Str. 8, 78462 Konstanz, Germany, Tel.: ++49 - (0)7531 206-755, E-Mail: dsb@htwg-konstanz.de,
Website: www.htwg-konstanz.de For requests, please contact: dsb@htwg-konstanz.de.

3. Scope of Data Processing

We have limited the processing and use of personal data for users of our website to the required minimum level. We only process personal data that is absolutely necessary to fulfil the specific purpose of the website. When users click on a specific offer, they are forwarded to an external website from JobTeaser, where they register and set up the selected offer.

Please note that JobTeaser has its own terms of use and data protection provisions which must be agreed to upon registration:

<https://corporate.JobTeaser.com/de/career-center/data/>

<https://corporate.JobTeaser.com/en/blog/inspiring-the-new-generation/general/gdpr/>

In order to fulfil the contract in the framework of the HTWG Konstanz career portal, the HTWG Konstanz saves and processes the contact and company data that is provided voluntarily on the JobTeaser website.

4. Purpose of Data Processing

In addition to the data listed in our General Privacy Statement for users of our website (<https://www.htwg-konstanz.de/info/datenschutzerklaerung/>), we only process data that users provide voluntarily for the purpose of fulfilling the contract as part of our collaboration within the framework of the HTWG Konstanz career portal.

5. Which Data are processed by the HTWG Konstanz and for what Purpose?

a) Registering an organization /company profile and posting job openings:

In order to register an organization / company profile account and to post a job opening via an employer account, a **contact person including (business) address, telephone number and email address** must be provided. This “**contact data**” is visible for **authorized employees at the HTWG Konstanz** and can be used to **contact the organization / company in order to carry out of the contractual agreement**. This data is stored in our data base along with **your affiliation to an organizational profile (if set up)**.

The following is also stored as “**company data**”: if your company belongs to a **business group / consortium** and which one; **the company name; the Commercial Register number, the type of business and sector / industry**. In addition, the provided **telephone number** and **address** as well as **links to career websites** and **social media events** are also stored in our data base.

When creating a posting, an additional contact person including address, telephone and/or email address can also be listed.

The above-mentioned data, as well as all data contained in text posts (and, if necessary, an additional document), are stored and processed in the scope of fulfilling the contract.

Student users who have logged in can view the company / organization profile as soon as the profile has been authorized by the responsible staff member at the HTWG Konstanz.

b) Communication via Email or Telephone:

Our staff uses the contact data provided on the company profile, user accounts, as well as job postings for email and telephone communication. We might contact your organization, for example, to clarify any missing or unclear information in a posting, if there are any technical problems, or for other purposes involved in fulfilling the contract.

c) Invoices

Your contact and company data are transferred within the HTWG Konstanz to our finance department for invoicing purposes.

6. Recipients / Sharing Data

Data is in general not transferred to third parties without your express consent unless we are legally required to do so or if it is necessary to forward this data to enforce our claims.

Data is transferred within the HTWG Konstanz to the finance department for invoicing purposes.

7. Storage Duration

Data from postings is saved on our internal servers longer than the posting duration – the longest duration, however, would be one year after the end of the contractual agreement. This is done for documentation purposes in the scope of fulfilling and implementing the contract and in order to be able to answer any questions regarding invoices.

8. Data Processing Outside the European Union

Company and contact data are stored locally on the HTWG Konstanz servers. The HTWG Konstanz does **not** carry out data transfer and processing outside the EU.

9. Legal Basis

The legal basis for the HTWG Konstanz career portal processing your company and contact data as part of our collaboration in the framework of the HTWG Konstanz career portal is art. 6, par. b) of the DSGVO (General Data Protection Regulation).

The legal basis for additional data processing for users of our website can be found in our General Privacy Statement (<https://www.htwg-konstanz.de/info/datenschutzerklaerung/>).

10. Your Rights

For information about your rights as a user of our website can be found in the General Privacy Statement of the HTWG Konstanz under “Rights of Affected Individuals” at <https://www.htwg-konstanz.de/info/datenschutzerklaerung/>.