

Data Privacy Statement

Online Applications at the University of Bern

1. **Personal data and application documents**

You are applying electronically for a position at the University of Bern. In this connection, personal data, including your surname, first name, address, email address, telephone number as well as other documents submitted by you in connection with the application, such as your CV and certificates, will be collected and processed.

2. **Purpose of data processing**

The data made available by you shall be processed exclusively for the purpose of a potential recruitment for the position you are applying for.

3. **Access to your data**

Access to your data is reserved exclusively for persons with decision-making or co-decision-making authority in regards to filling the position you are applying for. You will have access to your data throughout the entire application process. The stored data will be used exclusively within the scope of managing the application and shall not be disclosed to any third party.

4. **No automated decision-making procedures**

The decision about your application will be taken in person and not by an automated system.

5. **Completeness of your information**

You confirm that the information you have provided is truthful, accurate, up-to-date and complete. Please note that any untruthful or incorrect statements may lead to the termination of a potential employment relationship.

6. **Data security**

By accepting this Data Privacy Statement, you acknowledge that you are entering your data for the application on the IT platform of the University of Bern. Your electronic application is at your own responsibility. No liability will be accepted for any loss of data.

7. **Deletion of data**

Your submitted application documents will be deleted three (3) months after the end of the recruiting process. This does not apply if in the meantime an employment relationship is established or there has been a further application for a position at the University of Bern. In the event of employment, your data and documents submitted and/or specified in the course of the application will be transferred to our electronic personnel files.

8. **Consent**

By clicking on the button “I have read the Data Privacy Statement and hereby accept the terms therein”, you are giving your consent and agreeing to the processing of your data for the purpose specified above. You may revoke this consent at any time by withdrawing your application. Your data will subsequently be deleted.