

Processing of Applicant Data

We process the personal data of applicants (hereinafter “applicants”) as part of our recruitment processes. The following information applies to all job applications submitted to Manifesta 16 Ruhr gGmbH, including applications submitted via online application forms provided through third-party platforms.

1. Scope and Collection Method

Job vacancies are published on our website and/or external job portals. Applications are submitted via an online form operated by monday.com Ltd. (see below for service provider details). By submitting an application, applicants provide us with their personal data for the purpose of the application process.

2. Categories of Personal Data Processed

In the context of job applications, we process the following categories of personal data:

- Master/inventory data (e.g. full name, date of birth, address, nationality)
- Contact data (e.g. e-mail address, telephone number)
- Application documents (e.g. curriculum vitae, cover letter, certificates, references)
- Professional qualifications and employment history
- Content data submitted voluntarily by applicants (e.g. portfolio, work samples, personal statement)
- Communication data arising from correspondence during the application process

We ask applicants not to include data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health data, data concerning sex life or sexual orientation, or other special categories of personal data within the meaning of Article 9 GDPR, unless this is strictly required for the position applied for or required by law. Where such data is nonetheless provided, applicants consent to its processing by submitting the application. Such data will be processed exclusively on the basis of Article 9(2)(b) GDPR in conjunction with § 26(3) BDSG.

3. Purposes of Processing and Legal Basis

We process applicant data for the following purposes:

a) Conducting the application and selection process

The primary purpose of processing is the evaluation of applications and carrying out the recruitment process, including scheduling and conducting interviews, assessing suitability, and making employment decisions. The legal basis for this processing is § 26(1) BDSG in conjunction with Article 6(1)(b) GDPR (processing necessary for the decision on the establishment of an employment relationship).

b) Compliance with legal obligations



Certain data may be processed to comply with legal obligations, in particular to document and defend against claims under the General Equal Treatment Act (Allgemeines Gleichbehandlungsgesetz – AGG). The legal basis is Article 6(1)(c) GDPR in conjunction with § 26(1) BDSG.

c) Talent pool (only with explicit consent)

If an application is unsuccessful and we wish to retain applicant data for consideration in future vacancies, we will request the applicant's explicit consent beforehand. Retention in a talent pool takes place exclusively on the basis of Article 6(1)(a) GDPR and § 26(2) BDSG. Consent may be withdrawn at any time with effect for the future.

4. Retention Period

Where an application is unsuccessful, applicant data will be retained for a period of six (6) months following notification of the rejection decision. This retention period is based on our legitimate interest in defending potential claims under the AGG (Article 6(1)(f) GDPR). After expiry of this period, the data will be deleted unless the applicant has consented to retention in our talent pool or statutory archiving obligations require longer retention.

Where an application results in the establishment of an employment relationship, applicant data will be transferred to the personnel file and processed in accordance with the applicable provisions for employee data under § 26 BDSG.

5. Recipients and Data Transfers

Access to applicant data is restricted to those members of staff involved in the recruitment process (e.g. HR, hiring managers, managing directors). Data will not be shared with third parties outside of this context without the applicant's consent, except where required by law.

Application data is collected and transmitted via the monday.com platform. monday.com acts as a data processor on our behalf pursuant to Article 28 GDPR. A data processing agreement has been concluded with monday.com to ensure the protection of applicant data. For further details on monday.com's data processing practices, please refer to their privacy policy at <https://monday.com/privacy>.

monday.com Ltd. is headquartered in Israel. Israel has been recognised by the European Commission as providing an adequate level of data protection pursuant to Article 45 GDPR. Where data is transferred to monday.com's infrastructure located outside the EEA or Israel, appropriate safeguards in accordance with Articles 44–49 GDPR will be ensured.

6. Rights of Applicants

As data subjects, applicants have the right to request information about the personal data processed about them, as well as the right to rectification, erasure, restriction of processing, data portability, and the right to object to processing, in accordance with Articles 15–21 GDPR.

Applicants who have given consent to the retention of their data in a talent pool may withdraw this consent at any time without affecting the lawfulness of processing prior to withdrawal.