



**STUDENTENWERK
LEIPZIG** *Jobvermittlung*

Information on use of personal data by student job office of Studentenwerk Leipzig

One of the tasks of Studentenwerk Leipzig is to support students in finding jobs when they want to. In this connection, we do not take any liberties regarding the protection of your personal data. The data necessary for the placement process are obtained, processed, and used in line with the statutory provisions of the Saxon Data Protection Act.

The following general rules apply:

1. When using the online job exchange by Studentenwerk Leipzig and thus making use of our services, the following data are requested or submitted by yourself when you register and consequently further processed by the job office:

- Name
- Date of birth
- Gender
- Nationality
- University
- Subject of study
- Student ID number
- Address
- Telephone number
- E-mail address

For students from non-EU countries

- Residence permit
- Work permit

2. The employees of Studentenwerk Leipzig, who are allowed to access personal data, are bound to maintain data secrecy.

3. Your data will be activated only by matching you specifically with a job offered at the online job exchange. From then on, the following data are available to the employer in question:

- Name
- Date of birth
- Address
- Telephone number
- E-mail address

4. Data records that are not required anymore, will be deleted at regular intervals, unless legal or tax provisions conflict with that.