**CREATE A NEW INTERNSHIP OFFER**

at HAW.International: Individual internship opportunities abroad

Out of the gathered information, only the fields marked with an asterisk (\*) will be published on our database. Further information will help us to preselect and propose qualified candidates to your company or institution.

**Employer information**

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| **Employer Details** |
| **\*Company/institution name** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **\*Department** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **Address** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **\*City and country** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **Web Page** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **Business or products** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **Employer Type** | Wählen Sie ein Element aus. |
| **\*Employer profile** Short paragraph | Klicken oder tippen Sie hier, um Text einzugeben. |

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| **Official Responsible**Please inform the respective employee about the attached DAAD’s privacy information for business partners. |
| **Name** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **E-Mail Address** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **Phone Number** | Klicken oder tippen Sie hier, um Text einzugeben. |

**Student required**

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| **Field of study** |
| **\*General Discipline**Please select at least one option | Wählen Sie ein Element aus.Wählen Sie ein Element aus.Wählen Sie ein Element aus.Wählen Sie ein Element aus. |
| **\*Please specify** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **\*Other**Only enter details if you didn’t select any suitable field of study above | Klicken oder tippen Sie hier, um Text einzugeben. |

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| **Languages** |
| **\*Language** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **\*Level** | Wählen Sie ein Element aus. |
| **And/Or** | Wählen Sie ein Element aus. |
| **\*Language** (optional) | Klicken oder tippen Sie hier, um Text einzugeben. |
| **\*Level** | Wählen Sie ein Element aus. |

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| **Requirements** |
| **\*Student status requirement**Please select at least one option | Wählen Sie ein Element aus.Wählen Sie ein Element aus. |
| **\*Completed years of study** Minimum number | Klicken oder tippen Sie hier, um Text einzugeben. |
| **\*Required Knowledge** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **\*Required Skills** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **\*Other Requirements** | Klicken oder tippen Sie hier, um Text einzugeben. |

**Work offered**

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| **Details** |
| **\*Internship position**Title | Klicken oder tippen Sie hier, um Text einzugeben. |
| **Location of Placement** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **Remote Offer Type** | Wählen Sie ein Element aus. |
| **Working hours per week** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **Working hours per day** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **\*Working environment** | [ ]  Office work[ ]  Field work[ ]  Research and development  |
| **\*Work description/tasks**The more detailed the better | Klicken oder tippen Sie hier, um Text einzugeben. |

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| **Number of weeks offered** |
| **Min:** | Klicken oder tippen Sie hier, um Text einzugeben. |
| **Max:** | Klicken oder tippen Sie hier, um Text einzugeben. |

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| **Work offered between**Please calculate enough time for the application period and for the preselection |
| **\*Specific period** | [ ]  Yes (Please continue with **A. Start and end dates**)[ ]  No (Please continue with **B. Ongoing offer**)  |
| 1. **Start and end dates**
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| **\*Start**At least three months before the deadline for nomination  | Klicken oder tippen Sie, um ein Datum einzugeben. |
| **\*End** | Klicken oder tippen Sie, um ein Datum einzugeben. |
| **Latest possible start date** | Klicken oder tippen Sie, um ein Datum einzugeben. |
| **\*Additional period** | [ ]  Yes [ ]  No |
| **\*Start** (Additional period)At least three months before the deadline for nomination  | Klicken oder tippen Sie, um ein Datum einzugeben. |
| **\*End** (Additional period) | Klicken oder tippen Sie, um ein Datum einzugeben. |
| **Latest possible start date** | Klicken oder tippen Sie, um ein Datum einzugeben. |
| 1. **Ongoing offer**
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| **\*Do you intend to offer the internship/s on an ongoing basis (e.g. every year)?** | [ ]  Yes [ ]  No |
| **\*Further details**(e.g. frequency, preferred time slot or flexible period) | Klicken oder tippen Sie hier, um Text einzugeben. |

**Nomination**

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| **Nomination information**By when do you want the DAAD to propose qualified applicants to your company or institution? |
| **Deadline for nomination** | Klicken oder tippen Sie, um ein Datum einzugeben. |
| **Additional information** | Klicken oder tippen Sie hier, um Text einzugeben. |

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| **Remuneration**As the students receive a monthly allowance through the DAAD scholarship, there is no additional salary needed. However, a salary is permitted up to 450 Euros per month. Please reach out to us if there are any country-specific regulations. |
| **Gross pay**per month | Klicken oder tippen Sie hier, um Text einzugeben. |

**Accommodation**

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| **Canteen available at work** | [ ]  Yes [ ]  No |
| **Will you arrange accommodation for the trainee?** | [ ]  Yes [ ]  No |

Please don’t hesitate to contact us if you have any questions regarding this formular. We are happy to advise you on the process.

Once filled out, please return this document via e-mail to:

Deutscher Akademischer Austauschdienst e.V.

German Academic Exchange Service

Kennedyallee 50, D – 53175 Bonn

Section 24

www.daad.de/en

**Contact details:**

 Theresa Knopp

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E-Mail: knopp@daad.de



**Data Protection Information for Business Partners**

Deutscher Akademischer Austauschdienst e.V. (DAAD) takes the protection of personal data and confidential treatment thereof very seriously. We would therefore like to inform you about the processing of your personal data within the context of business relations (placement of internships) with you and/or your employer, and about your rights. Processing of your personal data takes place exclusively within the framework of the applicable statutory provisions of data privacy law, in particular the EU General Data Protection Regulation and the German Federal Data Protection Act (BDSG).

1. **Who is responsible for data-processing and who is the Data Protection Officer?**
2. **The body responsible for processing your personal data is:**

Deutscher Akademischer Austauschdienst e.V. (DAAD)

Kennedyallee 50

53175 Bonn

Germany

Tel.: (+49) 0228-882 0

Fax: (+49) 0228-882 444

datenschutz@daad.de

<https://www.daad.de>

1. **Our data protection officer is available at:**

Dr. Gregor Scheja

Scheja und Partner Rechtsanwälte mbB

Adenauerallee 136

53113 Bonn

Germany

Tel.: (+49) 0228-227 226 0

<https://www.scheja-partner.de/kontakt/kontakt.html>

[www.scheja-partner.de](http://www.scheja-partner.de)

1. **Subject Matter of Data Privacy Protection**

The subject-matter of data privacy protection is personal data. Personal data means any information relating to an identified or identifiable natural person (the so-called data subject). This includes, for example, information such as your name, postal address, e-mail address and telephone number.

1. **Personal Data that is Processed**

Within the context of business relations (placement of internships) with your and/or your employer, we only process personal data about you that relates to the business relationship. This can include:

* Contact details including your name, e-mail address and telephone number
* Data concerning the history of the business contact
* Contract data
1. **What purposes are connected with the processing of my personal data and on what legal basis does the processing take place?**

Please find below an overview of the purposes and legal basis of the processing of your personal data within the context of the business relationship (placement of internships) with you:

1. **Data processing for the purpose of the placement of internships within the context of the business relationship**

We process your personal data in order to prepare and conduct the business relationship (placement of internships). The purposes depend on the specific agreement and include, in particular:

* Inclusion in the master data administration of our management system for business partners
* Communication with contact persons of the companies/institutions offering internship placements
* Implementation of the placement of internships

The data-processing takes place on the basis of Art. 6(1)(b), EU General Data Protection Regulation, insofar as business relations with you personally exist or are intended. In contrast, insofar as you are acting on behalf of a third party, especially your employer, the data-processing takes place on the basis of Art. 6(1)(f), EU General Data Protection Regulation, where this is in accordance with your fundamental rights and freedoms.

We erase the data we no longer require for the purposes of preparing and conducting the business relationship, and if no other legal basis applies, in particular statutory or contractual retention periods.

1. **Satisfaction of Legal Obligations**

It is possible that we will also process your personal data in order to comply with statutory obligations arising, for example, from commercial, tax, finance or criminal law. The purpose of the processing arises in each case from the relevant statutory obligation. As a rule, the processing takes place in order to comply with government monitoring obligations or the obligation to provide information.

Such data-processing takes place on the basis of Art. 6(1)(c), EU General Data Protection Regulation.

We erase the data after the legal obligation ceases to exist, unless another legal basis exists, especially statutory or contractual retention periods.

1. **Will my personal data also be collected by third parties?**

We predominantly process the personal data we receive directly from you within the context of the business relationship (placement of internships). In some constellations we also receive your personal data from third parties, for example:

* From our business partners or from your business partners and/or your employer’s business partners
* If appropriate, from your employer

If necessary, we will inform you accordingly and in further detail in a separate notification.

1. **Does automated decision-making or profiling take place?**

We do not use automated decision-making or profiling in the sense of Art. 22, EU General Data Protection Regulation.

1. **Do I have to provide my** **personal data?**

Within the context of our business relationship (placement of internships) you have to provide the personal data required in order to prepare and conduct that relationship and to satisfy the relevant contractual or statutory obligations, or which we are obliged to process by law. Without such data we might be unable to conduct the business relationship.

1. **Who has access to my personal data and who are the recipients?**

Within DAAD only those departments and their employees have access to your personal data who require such access in order to perform their functions or responsibilities.

We only forward your personal data to external recipients if corresponding statutory justification exists or if you have granted your consent accordingly. Potential external recipients are:

* Processors: Service providers we deploy for the provision of services in HR matters or that we entrust with the maintenance of our IT systems. These external service providers are carefully selected by us and reviewed regularly to ensure that your personal data is in good hands. Such external service providers may process your personal data solely for the purposes we stipulate.
* Public offices: Authorities and state institutions, e.g. offices of public prosecution, courts and tax authorities to which we might be obliged to transfer personal data in individual cases.
1. **Are there plans to transfer my personal data to third countries?**

Within the context of the business relationship your personal data will be transferred to offices that are situated or that process data outside the Member States of the European Union or the EEA Contracting States. In this respect, prior to the transfer of data we ensure that, save for in exceptional cases permitted by law, there is either an adequate level of data protection at the recipient (e.g. by way of an adequacy decision of the EU Commission, appropriate guarantees such as certification of the recipient under the EU-US Privacy Shield, or an agreement on so-called EU standard data protection clauses between the EU Commission and the recipient) and/or that you have granted your express consent.

You may receive an overview of the recipients in third countries and a copy of the specific rules agreed in order to ensure the adequate level of the data protection. Please use the information provided in No. I.1 in this respect.

1. **How long will my personal data be stored?**

The storage duration of your personal data is displayed in the relevant provision on data-processing in No. IV.

1. **What are my rights as a data subject?**

You have the following rights as regards the processing of your personal data:

1. **Right to Information**

You are entitled to receive confirmation from us as to whether or not we are processing your personal data. If we are, you are entitled to receive information about your personal data and further information about the processing.

1. **Right of Correction**

You are entitled to require the correction of inaccurate personal data concerning you and to require the completion of incomplete personal data concerning you.

1. **Right to Erasure (“Right to be Forgotten”)**

In certain circumstances you are entitled to require us to erase your personal data. This right arises, for example, if the personal data is no longer required for the purposes for which it was collected or otherwise processed, or if the personal data was unlawfully processed.

1. **Restriction of Processing**

In certain circumstances you are entitled to require us to restrict the processing of your personal data. In that case we will only store the personal data for which you granted your consent, or which may be legitimately processed under the EU General Data Protection Regulation. For example, you might be entitled to require a restriction of processing if you have disputed the accuracy of the personal data concerning you.

1. **Data Portability**

If you have provided personal data to us on the basis of a contract or your consent, if the statutory prerequisites are met, you may obtain the data you provided, in a structured, common and machine-readable format, or may require that we transfer such data to another responsible person or body for processing.

1. **Revocation of Consent**

Insofar as you have granted your consent to us for the processing of your personal data, such consent may be revoked by you at any time with future effect. This will not affect the lawful nature of the processing of your personal data up to time your consent is revoked.

1. **Right to object to processing based on “legitimate interest”**

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| You are entitled to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you which is based on Art. 6(1)(f) GDPR (data-processing based on a balancing of interests). If you raise an objection, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or unless the processing serves to establish, exercise or defend legal claims. |

1. **Right to Complain to a Supervisory Authority**

You are also entitled to submit a complaint to the competent supervisory authority if you believe that the processing of your personal data is in breach of the law in force. To this end, you may contact the data protection authority responsible for your place of residence, place of work or the place of a suspected breach, or the data protection authority responsible for us. The supervisory authority in the federal state in which you live or work, or in which a suspected breach constituting the subject-matter of the complaint allegedly took place, is responsible.

1. **Who can I turn to with questions about or in order to assert my rights as a data subject?**

Do not hesitate to contact us free of charge with questions about the processing of your personal data or in order to assert your rights as a data subject according to Nos. XI. 1-7. Please use the contact information provided in No. I.1. In order to revoke consent granted, you can also choose the communication channel you used when issuing the declaration of consent.

As at: [18/01/2023]