**Template with explanations** (date of last revision: 15th December 2021

**Information on Processing Your Personal Data Within the Scope of […] Pursuant to Art. 13 of General Data Protection Regulation (GDPR)**

**[Version number and date of current version]**

**Note**: Please individually adapt the text highlighted in red font. Be sure to remove and format all notes, brackets and text highlighted in colour in this template.

**Please do not simply use the texts “as is” without individually adapting them!**

If you process personal data that you collect about third parties, you must provide information in accordance with Art. 14 of the DS-GVO (this includes, above all, additionally stating the source of the data). In this case, please ask for assistance and advice!

This data privacy policy describes how your personal data is processed within the scope of **[…]**. By issuing this policy, Paderborn University is complying with its duty to provide information pursuant to Art. 13 of the EU General Data Protection Regulation (hereinafter referred to as GDPR). With regard to the terms used in the following, e.g. “personal data”, “processing”, “controller”, etc., please refer to the definitions in Art. 4 of the GDPR.

# 1. Name and Contact Data

The responsible entity (“controller”) for processing your personal data within the scope of **[…]** is Paderborn University, a legal corporation under public law funded by the German state of North Rhine-Westphalia. It is represented by the President.

## 1.1 Name and contact data of controller

Universität Paderborn (Paderborn University)
Warburger Str. 100

33098 Paderborn, Germany

Tel.: +49 (0)5251 60-0
Web: <https://www.uni-paderborn.de>

## 1.2 Contact Partner for […] or Provider of […]

**[Name]**

Phone: **[+49 (0)5251 60-…]**

Email: **[*…*(at)uni-paderborn(dot)de]**

Web: **[https://www.uni-paderborn.de/…]**

## 1.3 Contact details of data protection officer

The Data Protection Officer of Paderborn University can be reached by postal mail at the address of the controller listed above or as follows:

Email: datenschutz(at)uni-paderborn(dot)de
Tel.: +49 (0)5251 60-4444
Web: <https://www.uni-paderborn.de/datenschutz/>

# 2. Categories, Purposes and Legal Bases of the Processing of Your Personal Data

**Note**: In this section, please list all of the data that will be processed and state the purpose and legal basis; pursuant to Art. 4 (1) of the GDPR, this should correspond – as far as possible – to the individual processing steps and stages (collection, structuring, disclosure, dissemination, storage, etc.):

Within the scope of **[…]**, Paderborn University will process your personal data as follows for the following purposes and in line with the legal bases listed below:

* **example: Log data**
	+ **Data piece 1: example: Website/URL accessed**
	+ **Data piece 2: example:** **Date and time of access**
	+ **Data piece 3: example: Collection and storage of user’s IP address**
	+ **…**
* **example: Cookies**
	+ **Data piece 1: example: Query and storage of the language setting**
	+ **Data piece 2: example: Collection and storage of login information**
	+ **Data piece 3: example: Retain search terms**
	+ ***…***
* **example: Survey data**
	+ **Data piece 1: example: Collection of personal master data, pseudonymised evaluation and anonymous publication**
		- **First name, Name, …**
	+ **Data piece 2: example: Collection of clothing size, pseudonymised evaluation and anonymous publication**
	+ **Data piece 3: example: Collection of eating habits, pseudonymised evaluation and anonymous publication**
	+ ***…***
* **[…]**
* **[Purpose(s)]**

**Note**: Please describe the purpose(s) for each processing step.

* **[Legal basis/bases]**

**Note**: Please describe the legal basis/bases for each processing step.

**Note**: The relevant legal bases for processing personal data are primarily specified in Art. 6 GDPR, with more precise and substantiated provisions for specific data processing often provided by Art. 6 (2) and (3) GDPR (e.g. the Higher Education Act of North Rhine-Westphalia (HG NRW) and/or university regulations (such as examination regulations, evaluation regulations, etc.).

In the case of sensitive data, Art. 9 of the GDPR applies, if necessary with further specifications; the relevant provisions for processing employee data are set forth in Art. 88 GDPR in conjunction with Section 18 (1) of the North-Rhine Westphalia Data Protection Act (DSG NRW) and/or other more precisely specified regulations. For the specific processing of personal data, the relevant section and subsection in the regulations must be selected (**note**: Art. 6 (1) (f) of the GDPR only applies in exceptional cases.)

In addition, information about any pseudonymisation/anonymisation must be provided.

# 3. Recipients of Your Personal Data

In principle, Paderborn University do not transfer your personal data that is processed by Paderborn University within the scope of **[…]** to third parties, subject to the data processing described below. In individual cases, data may be transferred to third parties in compliance with a legal requirement, for example to law enforcement authorities for the purpose of investigating criminal offences within the extent of the provisions of the German Code of Criminal Procedure (*Strafprozessordnung*/StPO) or for the purpose of asserting claims for damages in the event of copyright violations. If (technical) service providers have access to personal data, in case of need the data is processed on the basis of an arrangement in accordance with Art. 28 GDPR. In the event data is processed with other controllers, in case of need the data is processed on the basis of an arrangement in accordance with Art. 26 GDPR. Within Paderborn University, your personal data will only be provided to only those departments and employees that are authorised and that require the data in order to fulfil the aforementioned purpose(s).

**Note**: All recipients or categories of recipients within the scope of the data processing must be described; if there are no recipients, that fact must also be clearly stated. If there are already existing legal obligations or contractual relationships, they must be described. If a contractual relationship is only potentially possible, it must at least be made clear that (potential) third-party service providers may possibly be involved or joint data processing may take place within the meaning of Art. 26 GDPR (see above).

# 4. Transferring Your Personal Data Outside of the EU

In principle, no personal data is transferred to countries outside the European Economic Area and associated countries (no “third country transfer”). If such a transfer becomes necessary, Paderborn University will inform you of this separately.

**Or:** Your personal data which is processed by Paderborn University within the scope of **[…]** as described above will be processed in a third (non-EU) country because the recipient **[XY…]** is based in **[*…*].** The special requirements in [Art. 44 et seq. GDPR](https://dsgvo-gesetz.de/kapitel-5/) apply in the form of **[…]**.

**Note**: A specific description of the transmission as well as the legal framework is necessary; the EU-U.S. Privacy Shield, for example, can no longer be used for data transfers to the USA. of the transmission as well as the legal framework is necessary

The numbers 3 and 4 can be described together if necessary under the heading "Disclosure of your personal data”.

**Social Plugins and/or social media**

**Note**: If social plugins and/or social media are used, this must also be described. A description example can be taken from the data protection declaration of the central web offer (see <https://www.uni-paderborn.de/datenschutzerklaerung/>).

Direct integration is not allowed.

**Important note if your data or publications are made available on the Internet:
Note:** Please delete if not relevant

Please note that whenever personal data is published on the Internet, the personal data can be accessed by anyone in the world – including with the help of “search engines” (e.g. Google). As a result, personality profiles can be created by linking this data with other data about you that is available on the Internet including social media services. The data can also be used by third parties for other purposes, without our having full control over it. Archive functions of search engines (e.g. www.archive.org) allow access to the data even if it has already been changed or removed from the university’s Internet presences mentioned above. With the use of your personal data within the Internet, data can also be transferred to other countries outside the EU and may be stored and used there for unknown purposes. You might not be able to assert your rights, as the level of data protection may be lower than in the EU.

**Note**: If relevant, please provide further information on the specific data processing, e. g. if you use facebook as part of the data processing: Facebook’s data privacy policy can be found here: [link].

# 5. Duration of Storage of Your Personal Data

Your personal data that process within the scope of **[…]** from Paderborn University as described above will generally be deleted as soon as it is no longer required for the purposes for which it was collected, i.e. **[…]**. If necessary, the documents are taken over from the University Archives, where they are usually kept indefinitely.

**Note**: Data is only permitted to be stored for as long as it is needed, i.e. the date of deletion or the criteria for deletion must be specified here; for example, the standard retention period for IP addresses is 7 days; in addition, legal retention requirements and regulations for archiving must be complied with; special regulations also apply to research.

**Note**: For data processing based solely on consent: If and to the extent that the processing of your personal data is based on your consent, your data will only be stored until the time you withdraw your consent, unless there is also another legal ground for the processing (Art. 17 (1) (b) GDPR).

# 6. Your Rights as a Data Subject

As a data subject, you may assert the rights granted to you by the GDPR at any time; these are:

* the right to know if and which of your personal data is being processed in accordance with Art. 15 GDPR, Section 12 DSG NRW;
* the right to have any inaccurate personal data about you rectified or incomplete data completed in accordance with Art. 16 GDPR;
* the right to have your personal data deleted (erased) in accordance with Art.17 GDPR, Section 10 DSG NRW;
* the right to have the data processing restricted in accordance with Art. 18 GDPR;
* the right to transmit any data about you in accordance with Art. 20 GDPR.

**Note**: This right under Art. 20 GDPR should **only** be mentioned if the processing is based on Art. 6 (1) (a), Art. 9 (2) (a) (consent), or Art. 6 (1) (b) GDPR (performance of a contract/steps taken prior to entering into a contract).

For research, rights may be added in individual cases. Please ask for assistance and advice!

# 7. Objection to Processing of Personal Data and Withdrawal of Consent Note: Please adapt as needed (headline and text)

In accordance with Art. 21 GDPR, you have the right to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is based on Art. 6 (1) (e) GDPR. The right to object pursuant to Art. 21 GDPR vis-à-vis a public body does not apply if there is a compelling public interest for the processing that overrides the interests of the data subject or if a legal provision requires the processing (Art. 14 DSG NRW). If you want to exercise your right to object as stipulated in Art. 21 GDPR, all you need to do is send an e-mail to datenschutz@uni-paderborn.de.

**Note**: The information regarding the right to object to the processing only needs to be provided if Art. 6 (1) (e) GDPR is relevant as the legal basis.

Further guidance may be necessary if processing at different stages is based on different legal bases. Please ask for assistance and advice!

Any consent that may have been granted can be revoked (withdrawn) in whole or in part at any time without providing a reason. The withdrawal of consent shall not affect the lawfulness of processing based on the consent before its withdrawal (Art. 7 (3) GDPR). If you revoke your consent, Paderborn University will not be allowed to continue the data processing based on this consent in the future. If you want to revoke your consent in whole or in part, all you need to do is send an e-mail to datenschutz@uni-paderborn.de.

**Note**: If consent is (also) relevant as a legal basis, the information regarding the withdrawal of consent must be provided; otherwise it has to be deleted. Further guidance may be necessary if processing at different stages is based on different legal bases. Please ask for assistance and advice!

# 8. Right to Lodge a Complaint

In addition to the aforementioned rights, you also have the right to lodge a complaint with a data protection supervisory authority (Art. 77 GDPR) if you believe that the processing of personal data relating to you infringes the requirements of data protection law for example, the complaint can be submitted to the state commissioner responsible for overseeing the university: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen (State Commissioner for Data Protection and Freedom of Information in North Rhine-Westphalia), Kavalleriestr. 2-4, 40213 Düsseldorf, Germany; phone: +49 (0)211 38424-0, e-mail: poststelle@ldi.nrw.de

**9. Automated Decision-making / Profiling**

Paderborn University does not use automated decision making or profiling according to Art. 22 GDPR.

**Note**: If Section 9 applies, a concrete description is necessary. This must contain relevant, meaningful information about the logic involved, the scope and consequences for the data subject; automated decision-making and profiling are only permitted within very narrow limits.

**10. Validity of Data Privacy Policy**

Paderborn University reserves the right to amend this data privacy policy in order to revise it in compliance with any changes in relevant laws or regulations or to better serve your needs. The valid and applicable version of this data privacy policy is the latest version published by Paderborn University. Therefore, please note the current version number of the data privacy policy.

**Further note**:

It is recommended that the structure shown in this document be followed in principle. However, if there are many different processing activities and you need to describe them, it may be appropriate to form coherent blocks:

e.g. from point 2

* + [Processing step 1, Data, Purpose(s), Legal basis/bases]
	+ [Processing step 2, Data, Purpose(s), Legal basis/bases]
	+ [Processing step 3, Data, Purpose(s), Legal basis/bases]
	+ [*…*]
	+ Then continue from “your rights”
* also serves as an example: the data protection declaration for the central website of the University of Paderborn, which you can find here: <https://www.uni-paderborn.de/datenschutzerklaerung/>

In the case of privacy policies that are (or should be) deposited on the university's web pages (e.g. in formulars), reference should be made to the university's general privacy policy as part of the description of data processing, so that some information (e. g. log data) not to be described again). However, some general information, such as contact details and data subject rights, should be described to avoid multiple clicks for the person concerned.