



## **INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA WITHIN THE SCOPE OF THE AWARD OF PRIZES FOR OUTSTANDING DISSERTATIONS PURSUANT TO ARTICLE 13 OF THE GENERAL DATA PROTECTION REGULATION (GDPR)**

This data protection notice describes how your personal data is processed within the scope of the award of prizes for outstanding dissertations (“dissertation prizes”) at Paderborn University. By issuing this data protection notice, Paderborn University is complying with its duty to provide information pursuant to Article 13 of the EU General Data Protection Regulation (GDPR). With regard to the terms used in the following, e.g. “personal data”, “processing”, “Controller” etc., please refer to the definitions in Article 4 of the GDPR.

### **1. Names and contact details**

The entity responsible for processing your personal data (the “Controller”) within the scope of the award of dissertation prizes is Paderborn University, a legal corporation under public law funded by the German state of North Rhine-Westphalia. Paderborn University is represented by the President.

#### **1.1 Name and contact details of the Controller**

Paderborn University  
Warburger Str. 100

33098 Paderborn, Germany

Tel.: +49 5251 60-0

Website: <https://www.uni-paderborn.de>

#### **1.2 Contact details of the Data Protection Officer**

The Data Protection Officer of Paderborn University can be contacted at the Controller’s postal address specified above (see Section 1.1) or using the following contact details:

E-mail: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de)

Tel.: +49 5251 60-4444

Website: <https://www.uni-paderborn.de/datenschutz/>

### **Data categories, purposes and legal bases with regard to the processing of your personal data**

Within the scope of the award of dissertation prizes, Paderborn University will process the following personal data on you for the following purposes and on the following legal bases:

#### **I. Application, selection and administration**

- Name (first name and surname), including name affixes (e.g. academic titles, any other titles)
- Date of birth
- Contact details
- Faculty, institute, department
- Letter of recommendation from supervisor (university lecturer)
- Copy of the submitted and graded dissertation
- Dissertation report
- Where applicable, a 6-page summary of the dissertation
- Doctoral degree certificate, including transcript of grades
- Duration of PhD studies
- List of publications
- Previous degree certificates
- Curriculum vitae
- Personal situation (e.g. parental leave, sickness, career path, information on the research area etc.)

## **II. For budgeting and payment purposes**

- Bank details
- Tax data (tax ID no., name of competent tax authority)

## **III. For enquiries and advice (contact management)**

- Name (first name and surname), including name affixes (e.g. academic titles, any other titles)
- E-mail address(es)
- Tel. no./nos
- Faculty, institute, department
- Any other personal data that may result from enquiries and advice

## **IV. Taking and publication of photographs and publication of data**

- Taking and publication of photographs and, in connection with this and where applicable, publication of first name and surname, including name affixes (e.g. academic titles, any other titles), and other personal data (e.g. dissertation details and faculty) on the Paderborn University website and in Paderborn University press releases
- Where applicable, publication on official Paderborn University social media channels, such as Facebook, Instagram, Twitter and YouTube, to the extent specified above

## **V. Statistical analysis**

- Anonymised data from I.

The purpose of processing your personal data is to conduct the dissertation prize selection process and, where applicable, to award you a dissertation prize (including administration) in recognition of your outstanding dissertation.

The legal basis for the processing of your personal data within the scope of the application process, the provision of advice and any transfer of personal data on you and that names you to the funding provider, as well as in the event of the publication of your personal data (name and/or image etc.) is your consent pursuant to Article 6, Para. 1 (1) a) of the GDPR; where applicable, Article 9, Para. 2 a) of the GDPR, where sensitive data pursuant to Article 9, Para. 1 of the GDPR is the subject of the above-mentioned data processing (e.g. health-related data in your curriculum vitae).

The processing of your personal data within the scope of prize award administration and for statistical analyses, for example, is necessary for the performance of tasks by Paderborn University in the public interest. The legal basis here is Article 6, Para. 1 (1) e), Para. 3 (1) b) of the GDPR in conjunction with § 3, Para. 1 of the North Rhine-Westphalia Data Protection Act (DSG NRW) in conjunction with § 3, Para. 1 of the North Rhine-Westphalia Higher Education Act (HG NRW) in conjunction with the current valid version of Paderborn University's guidelines in the call for applications for the award of dissertation prizes; Article 6, Para. 1 (1) e), Para. 3 (1) b) of the GDPR in conjunction with § 17, Para. 1 of the DSG NRW and, where applicable, Article 9, Para. 2 a) of the GDPR, where sensitive data pursuant to Article 9, Para. 1 of the GDPR has to be taken into account for the award of dissertation prizes.

With regard to payments made in connection with the dissertation prize, Paderborn University is legally obliged to transmit personal data on you (payment notices) to the competent tax authority as part of a tax disclosure report, in accordance with the relevant requirements. The legal basis here is Article 6, Para. 1 (1) c), Para. 3 (1) b) of the GDPR in conjunction with § 2, Para. 1 of the German Transaction Reporting Regulations (MV).

Paderborn University is responsible for the deduction of income tax and social security contributions from the remuneration component of the prize money and, where necessary, will arrange for the prize money to be paid out via the North Rhine-Westphalia State Office for Salaries and Benefits (LBV NRW). The legal basis for the transmission of payment information on prize money to the LBV arises from Article 6, Para. 1 (1) c) of the GDPR in conjunction with the requirements of the German Income Tax Act (EStG).

## 2. Transfer of your personal data

Your personal data, which will be processed by Paderborn University within the scope of the award of dissertation prizes, will in principle not be transferred to any third parties without your consent and subject to the transmission of data described below. In addition to the transmission of tax disclosure reports on prize money payments to the competent tax authority and any transmission of payment information to the LBV, as described under Section 2, in individual cases, data may be transferred exclusively in compliance with a legal requirement. Where (technical) service providers have access to personal data, this access will, where required, be regulated on the basis of an arrangement pursuant to Article 28 of the GDPR. For data that is processed jointly with other data controllers, this joint processing will, where required, be regulated on the basis of an arrangement pursuant to Article 26 of the GDPR.

In principle, no personal data will be transferred to countries outside the European Economic Area (EEA) and associated countries (no “third country transfer”).

### Important note if your personal data is made available online:

Please be aware that if your personal data is published online, it will be possible for any person worldwide to access this personal data – for example with the help of search engines (e.g. Google). It will thereby be possible for personality profiles to be created (profiling), by linking this data with other data about you that is available online. Your data may also be used in this way by third parties for other purposes beyond the control of Paderborn University. Search engine archiving functions (see e.g. [www.archive.org](http://www.archive.org)) allow such data to be accessed even when the information has already been removed from or edited on the Paderborn University website. With the publication of your personal data online, data may also be transferred to countries outside the EU and may be stored and used there for unknown purposes. It may be the case that the relevant data protection laws or regulations, or the application of these, have a lower level of protection in the recipient country than in the EU and that you will not be able to assert your rights there.

## 3. Duration of storage of your personal data

If and to the extent that the processing of your personal data is based on your consent, your data will be stored only until you withdraw your declaration of consent, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR).

The personal data of applicants for a dissertation prize whose application is not approved will be erased/destroyed in accordance with data protection regulations at the latest six months after the application process has been completed.

Basic data concerning the dissertation prize applicants, dissertation prize winners, project team, faculty, dissertation details and details on the selection decision will be stored in the selection committee’s records for ten years and then erased. Where appropriate, documents will be transferred to the University Archives and generally stored there indefinitely. All other data on prize winners whose application is approved will be erased/destroyed one year after the funding period has ended.

Data on participants pertaining to the payment of prize money will be erased/destroyed 10 years after the end of the funding period.

## 4. 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 what personal data concerning you is being processed, in accordance with Article 15 of the GDPR in conjunction with § 12 of the DSG NRW
- The right to have any inaccurate personal data concerning you rectified or incomplete personal data completed, in accordance with Article 16 of the GDPR



- The right to have your personal data erased, in accordance with Article 17 of the GDPR in conjunction with § 10 of the DSG NRW
- The right to restrict the processing of your data, in accordance with Article 18 of the GDPR
- The right to receive the personal data concerning you, in accordance with Article 20 of the GDPR

## **5. Right to withdraw your declaration of consent and to object to the processing of your personal data**

You have the right to withdraw your consent, in whole or in part, at any time, without giving a reason. The withdrawal of consent shall not affect the lawfulness of processing based on the consent before its withdrawal (Article 7, Para. 3 of the GDPR). Consequently, Paderborn University will no longer be permitted to process your data on the basis of this consent in the future and must erase your personal data, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR). If you wish to withdraw your declaration of consent in whole or in part, please contact the relevant contact person for the call for applications or send an e-mail to: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de). In the event that you withdraw your declaration of consent to the processing of your personal data during the dissertation prize application process, it will no longer be possible to consider you in the prize award process. In the event that you withdraw your declaration of consent to the transfer of your personal data to the relevant funding body, your further participation in the prize award process will depend on the specific award criteria in each individual case. In the event that you withdraw your declaration of consent to photographs/recordings of you and/or the publication of data about you, you will not be able to actively participate in the dissertation prize award ceremony (as a prize winner) if you are awarded a prize.

In accordance with Article 21 of the GDPR, you have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you which is based on Article 6, Para. 1 (1) e) of the GDPR. The right to object in accordance with Article 21 of the GDPR vis-à-vis a public body does not apply where there is a compelling public interest for the processing that overrides the interests of the data subject or where a legal provision requires the processing (§ 14 of the DSG NRW). If you wish to exercise your right to object in accordance with Article 21 of the GDPR, please contact the relevant contact person for the call for applications or send an e-mail to: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de). In the event that you object to the processing of your personal data within the scope of prize award administration, you may no longer be awarded a prize.

## **6. 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 (Article 77 of the GDPR) if you consider that the processing of personal data relating to you infringes the applicable data protection requirements; for example the State Commissioner for Data Protection and Freedom of Information in North Rhine-Westphalia, which is responsible for overseeing Paderborn University: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen, Kavalleriestr. 2-4, 40213 Düsseldorf, Germany; Tel.: +49 211 38424-0, E-mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)

## **7. Validity of this data protection notice**

Paderborn University reserves the right to amend this data protection notice 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 protection notice is the latest version published by Paderborn University. Please therefore note the current version number of the data protection notice.

To  
Paderborn University  
Division 2 / 2.2  
Katharina Patz  
Warburger Straße 100  
33098 Paderborn, Germany

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## **DECLARATION OF CONSENT – PADERBORN UNIVERSITY DISSERTATION PRIZE**

Surname, first name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

By signing this form,

I hereby consent, pursuant to Article 6, Para. 1 (1) a) of the GDPR, to Paderborn University processing my personal data, as provided by me within the scope of the application process for the dissertation prize and transmitted by me to Paderborn University, for the purpose of awarding me a dissertation prize (including contact management).

Where my information includes sensitive data pursuant to Article 9, Para. 1 of the GDPR (e.g. health-related data in my curriculum vitae), I expressly consent, pursuant to Article 9, Para. 2 a) of the GDPR, to the processing of this data for the purpose of awarding me a dissertation prize. *Please note:* Paderborn University will never ask you for sensitive data.

I hereby consent, pursuant to Article 6, Para. 1 (1) a) of the GDPR, to Paderborn University publishing the following personal data on me in the context of public relations in the event that a dissertation prize is awarded to me:

(Selection optional):

### **A Publication with and without photographs**

- Taking of photographs of me in connection with the prize award ceremony and publication of these photographs on the Paderborn University website and in Paderborn University press releases
- Publication of other information about me (first name and surname, including name affixes, faculty, details about the dissertation for the purpose of awarding prizes) with reference to the prize award ceremony on the Paderborn University website and in Paderborn University press releases
- Taking of photographs of me in connection with the prize award ceremony and publication on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube)
- Publication of other information about me (first name and surname, including name affixes, faculty, details about the dissertation for the purpose of awarding prizes) with reference to the prize award ceremony on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube)

### **B Content to publication in the “New Year’s Reception” brochure**

- Publication of a photograph and short biography provided by me, my first name and surname, including name affixes (e.g. academic titles, any other titles), as well as other information about me (faculty, details about the prize-winning dissertation project awarded in the form of a laudation) for publication in Paderborn University’s “New Year’s Reception” brochure.

By signing this form, I hereby confirm

- the accuracy and completeness of the information provided by me in my application for a dissertation prize and the authenticity of all data transmitted in both digital and paper form. I am aware that if any of the information provided is incorrect or inaccurate, funding may be revoked and any funds already received subject to repayment;
- that I have received and read and understood the information sheet on the processing of my personal data pursuant to Article 13 of the GDPR within the scope of the award of dissertation prizes;
- that I have read and accept Paderborn University's 2021 call for applications for the award of prizes for outstanding dissertations.

Your consent to the processing of personal data in the above stages is voluntary. You have the right to withdraw your declaration of consent, in whole or in part, at any time, without giving a reason. The withdrawal of consent shall not affect the lawfulness of processing based on the consent before its withdrawal (Article 7, Para. 3 of the GDPR). Consequently, your data will no longer be able to be processed on the basis of this consent in the future and your personal data must be erased, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR). If you wish to withdraw your declaration of consent in whole or in part, please contact the relevant contact person for the call for applications or send an e-mail to: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de)

**Please note:**

Without confirmation of the accuracy and completeness of the information provided and a declaration of consent to the processing of your data, it will not be possible to consider you in the award process for prizes for outstanding dissertations.

In the event that you withdraw your declaration of consent to the processing of your personal data during the dissertation prize application process, it will no longer be possible to consider you in the prize award process. In the event that you withdraw your declaration of consent to the transfer of your personal data to the relevant funding body, your further participation in the prize award process will depend on the specific award criteria in each individual case. In the event that you withdraw your declaration of consent to photographs/recordings of you and/or the publication of data about you, you will not be able to actively participate in the dissertation prize award ceremony (as a prize winner) if you are awarded a prize.

**Important note if your personal data is made available online:**

Please be aware that if your personal data is published online, it will be possible for any person worldwide to access this personal data – for example with the help of search engines (e.g. Google). It will thereby be possible for personality profiles to be created (profiling), by linking this data with other data about you that is available online. Your data may also be used in this way by third parties for other purposes beyond the control of Paderborn University. Search engine archiving functions (see e.g. [www.archive.org](http://www.archive.org)) allow such data to be accessed even when the information has already been removed from or edited on the Paderborn University website. With the publication of your personal data online, data may also be transferred to countries outside the EU and may be stored and used there for unknown purposes. It may be the case that the relevant data protection laws or regulations, or the application of these, have a lower level of protection in the recipient country than in the EU and that you will not be able to assert your rights there.

Place, date, signature of applicant/prize applicant: \_\_\_\_\_