

Data protection notice for the admission to the Paderborn Advanced Studies Programme Data Society

This data protection notice describes the processing of personal data in the context of the admission to the Paderborn Advanced Studies Programme Data Society (*Paderborner Wissenschaftskolleg*) of Paderborn University (hereinafter referred to as the Advanced Studies Programme).

By issuing this data protection notice, Paderborn University is complying with its duty to provide information pursuant to Article 13 and 14 of the EU General Data Protection Regulation (EU 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 EU GDPR.

(1) Information about the personal data we collect and process

As part of the application and selection processes for the Advanced Studies Programme of Paderborn University, personal data will be collected from you for the following purposes:

I. For application, selection and administrative purposes

- Name
- Contact information
- Faculty
- Position/title
- Pay scale/salary group
- Certificates, references and qualifications
- List of publications
- CV
- Research focus areas
- Research exposé
- Personal data of guest researchers
- Full application
- Personal data of proposed external reviewers
- Budget plan

II. For budgeting and payment purposes

- Internal billing object

III. For statistical surveys

- Anonymised data from the above

IV. For processing enquiries and providing consultation

- Email address and/or telephone number, and, if required, name
- Data needed to process the enquiry

(2) Legal bases

The collection of personal data in the context of the application to the Advanced Studies Programme is based on the consent of the Applicant according to Article 6, Paragraph 1, a of the EU GDPR.

The processing of the personal data of guest researchers is necessary for the conclusion of a guest researcher contract according to Article 6, Paragraph 1, b of the EU GDPR.

The legal basis for processing other personal data in the context of the application to the Advanced Studies Programme is derived from Article 6, Paragraph 1, e of the EU GDPR in connection with Paragraphs 3 and 70 of the NRW Higher Education Act. The selection and funding processes are carried out within the scope of the University's official duties.

(3) Data transmission

As part of the selection process the full applications will be forwarded to external reviewers selected from among those proposed by the applicants. Those researchers successfully admitted to the Advanced Studies Programme will be named on the websites and in the publications of Paderborn University if they have consented to this.

If technical service providers have access to personal data, the access is regulated on the basis of a contract in accordance with Article 28 GDPR.

(4) Duration of processing / deletion of data

The data of applicants whose application is not approved will be deleted or – if the data is in the form of paper documents – destroyed three months after the selection process has been completed.

Basic data concerning the applicant, project team, faculty, research proposal and details on the admission decision will be stored in the selection committee minutes for 10 years and then archived. All other data from researchers whose application is approved will be deleted/destroyed 10 years after the funding period has ended.

The names of the researchers and the projects successfully admitted to the Advanced Studies Programme will be published on Paderborn University's website permanently or until such consent is revoked.

(5) Contact data

The responsible entity for the selection and admission procedure 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.

Contact data of responsible entity

Paderborn University
Warburger Strasse 100
33098 Paderborn, Germany
Tel.: +49 (0)5251 60-0
www.uni-paderborn.de



Contact data of Data Protection Officer

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

Email: datenschutz@uni-paderborn.de

Tel.: 05251 60-2400

<http://www.uni-paderborn.de/datenschutz>

(6) Your rights as a data subject

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

- the right to know if and which of your personal data is being processed (Article 15 GDPR);
- the right to have any inaccurate personal data rectified or incomplete data completed (Article 16 GDPR);
- the right to have your personal data deleted (erased) in accordance with the provisions in Article 17 GDPR;
- the right to restrict the data processing in accordance with the provisions in Article 18 GDPR;
- the right to object to having your personal data processed in the future in accordance with the provisions in Article 21 GDPR.

In addition to the aforementioned rights, you also have the right to lodge a complaint with a data protection supervisory authority (Article 77 GDPR), for example 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)

Kavalleriestraße 2-4

40213 Düsseldorf, Germany

Tel.: +49 (0)211 38424-0

Email: poststelle@ldi.nrw.de

(7) Validity of this Data Protection Notice

This data protection notice is currently valid and applicable; this version is dated 09-07-2019.

We reserve the right to update this data protection notice to ensure that it is always compliant with current legal, official and regulatory requirements. The further modification of our websites may also necessitate changes to this data protection notice. You can access and print out the current data protection notice at any time on our website at <http://www.uni-paderborn.de/forschung/fk/>.

To
Universität Paderborn
Dezernat 2.2
Frau Katharina Patz
Warburger Straße 100
33098 Paderborn

**Data processing consent form - Application to the Paderborn Advanced Studies Programme Data Society
(Paderborner Wissenschaftskolleg) of Paderborn University**

Surname, first name: _____

Date of birth: _____

Department / Faculty: _____

By signing below,

- I confirm the accuracy and completeness of the information I have provided in my application and the authenticity of all documents submitted either as digital or hard copies. I am aware that if any information is incorrect or inaccurate, funding can be revoked and any funds already received must be repaid.
- I consent to the storage and processing of my personal data (in accordance with Article 6, Paragraph 1 a of the GDPR) as described in the data protection notice.
- I confirm that I have read and accept the conditions of funding for the Paderborn Advanced Studies Programme Data Society of Paderborn University (last updated: July 2019)
- I confirm that the persons named in my application also consent to the processing of their personal data and accept the conditions of funding for the Paderborn Advanced Studies Programme Data Society of Paderborn University

The consent to data storage and processing can be revoked at any time with future effect. The lawfulness of the processing of data until the time consent is revoked remains unaffected by this. The relevant data will be deleted and all submitted documents destroyed without delay. The data to be legally stored and retained within the scope of the University's duty to produce documentary proof shall not be affected by the deletion.

City, Date

Signed by Applicant