

Data Protection Notice for Postdoc Grant and Scholarship Awards

This data protection notice provides information on the processing of personal data within the scope of postdoc grants and scholarships 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 (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 process for postdoc grants and scholarships at Paderborn University, personal data will be collected from you for the following purposes:

I. For the application, selection and administration

- Name
- Contact data
- Date of birth
- Nationality
- Faculty
- CV
- Doctoral degree certificate
- List of publications
- Information about the research project/habilitation
- If applicable, information on the assumption of individual courses of the respective faculty
- A letter of reference from the supervising university instructor and letter of reference from an external scholar or scientist from the immediate field of the research project or postdoctoral dissertation/project
- Reprints of the applicant’s most important publications
- A copy of the dissertation
- Commitment by the respective faculty to use the infrastructure

II. Additional data for administering and disbursing the grant/scholarship

- Bank account information
- Tax data
- Marital status

III. For statistical surveys

- Anonymised data from Section I

IV. For processing enquiries/requests within the scope of providing advice and assistance

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

(2) Legal bases

The collection of personal data within the scope of providing advice and assistance as well as the application for a grant/scholarship is based on the consent of the data subject, pursuant to Article 6 (1a) of the EU GDPR.

The legal basis for processing personal data for the purpose of administering a grant/scholarship as well as the statistical evaluation arises from Article 6 (1a) of the EU GDPR. Grants and scholarships are awarded and administered within the scope of the University's remit.

The legal basis for sending tax disclosures arises from Article 6 (1a) of the EU GDPR in conjunction with the German Transaction Reporting Regulations (Mitteilungsverordnung/MV).

(3) Data transmission

Paderborn University is legally required to transmit data in certain cases.

In accordance with the German Transaction Reporting Regulations (MV), a tax disclosure on payments made in connection with the grant/scholarship is sent to the competent tax authority.

In individual cases, data may also 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).

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

Data of applicants whose application is not approved will be deleted or – if the data is in the form of paper documents – destroyed after three months.

Data of applicants whose applications are approved will be deleted/destroyed one year after the end of the funding period.

The registration of the applicants, the research project, the faculty affiliation and information on the selection are kept in the minutes of the selection committee for 10 years and then archived.

Data of applicants pertaining to grant/scholarship payments will be deleted or destroyed 10 years after the end of the funding period.

(5) Contact data

The responsible entity for the grant/scholarship procedure is Paderborn University, a legal corporation under public law funded by the German state of North Rhine-Westphalia. It is represented by the President.



Contact data of responsible entity

Universität Paderborn
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
Phone: +49 (0)5251 60-4444
<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
Phone: +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 03-06-2020.

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
Paderborn University
Department 2.2
Ms. Katharina Patz
Warburger Straße 100
33098 Paderborn
Germany

Declaration of Consent – Postdoc Grant/Scholarship at Paderborn University

Surname, first name: _____

Date of birth: _____

Department / Faculty: _____

By signing below,

- I hereby confirm the accuracy and completeness of the information provided in my grant/scholarship application and the authenticity of all supporting documents sent in both digital and paper form. I am aware that if any of the information is incorrect or inaccurate, the grant/scholarship can be revoked and any funds already received must be repaid.
- I hereby consent (pursuant to Section 6 (1a) of the GDPR) to having my transmitted personal data stored and processed. I have received and acknowledged the data privacy and protection information provided to me with regard to the awarding of postdoc grants and scholarships at Paderborn University.
- I hereby confirm that I have read and accept the Guidelines for Postdoc Grant and Scholarship Awards (in the version dated 30-07-2019) at Paderborn University.
- I agree (pursuant to Section 6 (1a) of the GDPR) that in the event of a scholarship being awarded, my name, details of my research project and, if applicable, photographs will be published by the university as part of the award of the certificate.

I have the right to revoke my consent to have my data processed at any time, with effect for the future. The lawfulness of the processing of my data until the time I revoke my consent remains unaffected by this. My data will then be deleted immediately and the submitted documents will be destroyed in compliance with data privacy and protection regulations. 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. In the event that I revoke my consent, the grant/scholarship applied for may not be awarded or may no longer be awarded.

City, Date

Signature of Applicant

Information about the Declaration of Consent - Postdoc Grant/Scholarship at Paderborn University

Participation in the award procedure for postdoctoral fellowships is not possible without confirmation of correctness and completeness and consent to data processing. There will be no further consequences.

Consent to publication is voluntary. The refusal of consent or its revocation does not result in any disadvantages with regard to the award of postdoctoral fellowships. However, if the selected scholarship holders receive an award, participation in the award ceremony is then not possible.

Please be aware that if personal data is published online, it is possible for any person worldwide to access this personal data - for example with the help of search engines (e.g. Google). It is thereby possible for personal profiles to be created (profiling) through the linking of this information with other data regarding your person that is accessible online. The data can also be used for other purposes. Search engine archiving functions (for example www.archive.org) allow such data to be accessed even when the information has already been removed or edited on the University website.