



## INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA WITHIN THE CALL FOR APPLICATION “JOINT RESEARCH OFFER FOR OUR 50TH ANNIVERSARY” PURSUANT TO ARTICLE 13 OF THE GENERAL DATA PROTECTION REGULATION (GDPR)

This data protection notice describes how your personal data is processed within the call for application “Joint research offer for our 50th Anniversary” (hereinafter referred to as “research stay at UPB”). 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 “research stay at UPB” 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 CONTACT PERSON

Paderborn University  
Personal Assistant to the Vice-President for Research and Junior Academics  
Caroline Dahmen  
Room B1.323  
Warburger Straße 100  
33098 Paderborn, Germany Tel: +49 5251 60-0

#### 1.3 CONTACT DETAILS OF THE DATA PROTECTION OFFICER

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

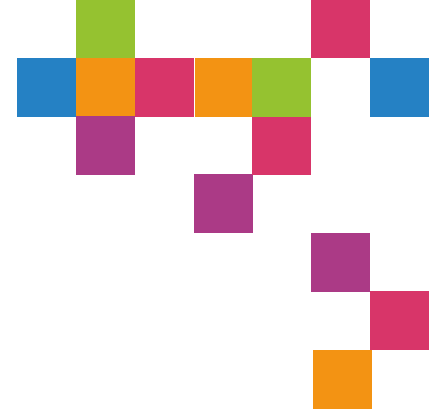
E-mail: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de)  
Tel: +49 5251 60-4444  
Website: <https://www.uni-paderborn.de/datenschutz/>

### 2. DATA CATEGORIES, PURPOSES AND LEGAL BASES WITH REGARD TO THE PROCESSING OF YOUR PERSONAL DATA

Within the scope of the application and selection processes regarding the “research stay at UPB”, Paderborn University will process the following personal data for the following purposes and on the following legal bases:

#### I. APPLICATION, SELECTION AND ADMINISTRATION

- o Name (first name and surname), including name affixes (e.g. post-nominals, any title(s)) of the applicant
- o Contact details: address, phone number, e-mail, faculty/department
- o Pay scale/salary group
- o Curriculum vitae, including personal data shown in the CV
- o Research exposé
- o If necessary, budget plan



## **II. PERSONAL DATA OF GUEST RESEARCHER**

- o Full name and title
- o Research institution
- o Position
- o Contact details
- o Curriculum vitae, including personal data shown in the CV

The Scientific Board presents all applications fulfilling the required criteria to the Committee for Research and Junior Academics, which will submit its funding recommendations to the Executive Board. The Executive Board will determine which applications are funded.

## **III. FOR BUDGETING AND PAYMENT PURPOSES**

- o Internal billing object

## **IV. FOR ENQUIRIES AND ADVICE (CONTACT MANAGEMENT)**

- o Name (first name and surname), including name affixes (e.g. post-nominals, any title(s))
- o E-mail address(es)
- o Phone numbers
- o Private or working address
- o Any other personal data that may result from enquiries and advice

## **V. TAKING AND/OR PUBLICATION OF PHOTOGRAPHS AND VIDEOS AND PUBLICATION OF OTHER PERSONAL DATA**

- o Where applicable, taking of photographs and videos, and, where applicable in connection with this, publication of first name and surname, including name affixes (e.g. post-nominals, any title(s)), as well as other personal data (details about the research project within the scope of the call for application, faculty, funding period) on the Paderborn University websites, in printed material and in Paderborn University press releases
- o Where applicable, publications on official Paderborn University social media channels, such as Facebook, Instagram, Twitter and YouTube, to the extent specified above

## **VI. STATISTICAL ANALYSIS**

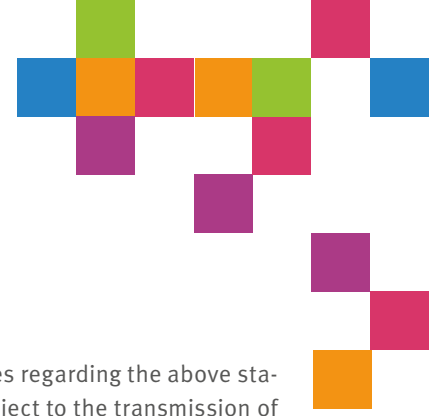
- o Anonymized data from I and II

The purpose of processing your personal data is to conduct the selection process within the call for application, and where successful to administer the funding of the research stay of an external guest researcher at UPB.

The legal basis for the processing of your personal data within the scope of the application process and the provision of advice, and in the event of publication of your personal data (name and/or image etc.) is your consent in accordance with Article 6, Para. 1 (1) a) of the GDPR; where applicable, Article 9, Para. 2 a) of the GDPR, where sensitive data is the subject of the above-mentioned data processing in accordance with Article 9, Para. 1 of the GDPR (e.g. health-related data in your curriculum vitae).

Processing of your personal data beyond your application, in particular for the selection process, further processing as well as statistical evaluation, is required for fulfilling obligations of Paderborn University, which is 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, Para. 6 of the North Rhine-Westphalia Higher Education Act (HG NRW) and in conjunction with § 17, Para. 1 of the DSG NRW; where applicable, Article 9, Para. 2 a) of the GDPR, where sensitive data is (must be) taken into account in accordance with Article 9, Para. 1 of the GDPR for administering the funding. In addition, Article 88 of the GDPR in conjunction with § 18, Para. 1 of the DSG NRW applies to the processing of personal data in the context of employment (for employees of Paderborn University).

Furthermore, the processing of the personal data of guest researchers is necessary for the conclusion of a guest researcher contract pursuant to Article 6, Para. 1 b) of the GDPR.



### 3. TRANSFER OF YOUR PERSONAL DATA

Your personal data that are processed within the scope of the selection and admission processes regarding the above stated call for application will not be transferred to any third parties without your consent and subject to the transmission of data described below.

Data may be transferred only in compliance with legal permission. Where (technical) service providers have access to personal data, this access will 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, 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 is possible for any person worldwide to access this personal data – for example by means 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 your rights may therefore be limited.

### 4. DURATION OF STORAGE OF YOUR PERSONAL DATA

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

The personal data of applicants of the above-stated call for application whose proposal is not approved will be erased/destroyed in accordance with data protection law at the latest six months after the application process has been completed. Basic data concerning the applicants of the above-stated call for application, the researchers successfully admitted to the program, the project teams, faculty and university affiliation, as well as details about the research project and on the selection decision will be stored in the selection committee’s (Executive Board and the Committee for Research and Junior Academics) records for 10 years and then erased. Where appropriate, documents will be transferred to the University Archives and generally stored there indefinitely. All other data of researchers successfully admitted to the Program whose proposal is approved will be erased/destroyed one year after the funding period has ended.

The names of the researchers successfully admitted to the program and details about their research project will be published on Paderborn University’s website permanently or until such consent is revoked.

### 5. YOUR RIGHTS AS A DATA SUBJECT

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

- The right to know if and what personal data concerning you is being processed, in accordance with Article 15 of the GDPR, § 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 removed, in accordance with Article 17 of the GDPR, § 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



## **6. RIGHT TO WITHDRAW YOUR 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 and without providing reasons. 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 delete your personal data in accordance with data protection law, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR). If you wish to withdraw your consent in whole or in part, please contact Caroline Dahmen or send an e-mail to: [datenschutz@uni-paderborn.de](mailto:datenschutz@uni-paderborn.de) with an appropriate subject line. In the event that you withdraw your consent to the processing of your personal data during the application process of the above-stated call for application, your application can no longer be considered for the award process. Should you withdraw your consent to the processing of your personal data in connection with public relations activities, you can only participate to a limited extent in publicity events of the promotion program.

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 your personal data collected on the basis of Article 6, Para. 1 (1) e) of the GDPR. The right to object pursuant to Article 21 of the GDPR vis-à-vis a public-sector body does not apply where there is a compelling public interest for processing that overrides the interests of the data subject concerned or if a legal provision requires processing (§ 14 of the DSG NRW). If you wish to exercise your right to object pursuant to 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 the administration processes of the promotion program, funding can no longer be provided.

## **7. 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 the processing of your personal data infringes on these data protection requirements. A complaint may be lodged, for example, with 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)

## **8. VALIDITY OF THE 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.

Paderborn University  
Personal Assistant to the Vice-President for Research and Junior Academics  
Caroline Dahmen  
Room B1.323  
Warburger Straße 100 | 33098 Paderborn, Germany

# Data processing consent form –

## Call for Application: Joint research offer for our 50th Anniversary

Family name, first name:

Date of birth:

Research institution:

Department/Faculty:

By signing this form,

I hereby consent, pursuant to Article 6, Para. 1 (1) a) of the GDPR, to the processing of my personal data, by Paderborn University as provided by me within the scope of the application process of the above-stated call for application and transmitted by me to Paderborn University, for the purpose of awarding the grant (including contact management). If my information includes sensitive data according 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 the grant.

I hereby consent, pursuant to Article 6, Para. 1 (1) a) of the GDPR, to the processing of the following personal data, by Paderborn University in the context of public relations in the event that a grant is awarded:

**(Selection optional):**

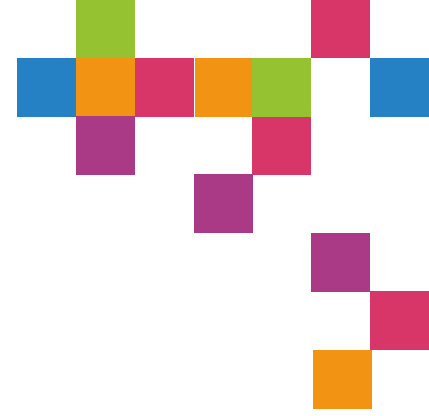
### **A VERÖFFENTLICHUNG MIT UND OHNE FOTOAUFNAHMEN**

Taking of photographs of me in connection with the award of a grant and publication of these photographs on the Paderborn University website, in printed material (e.g. brochures, posters) and in Paderborn University press releases

Publication of other information about me (first name and family name, including name affixes, faculty, details about the research project within the scope of the above-stated call for application, funding period) with reference to the award of a grant on the Paderborn University website, in printed material (e.g. brochures, posters) and in Paderborn University press releases

Taking of photographs of me in connection with the award of a grants and publication of these photographs 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 research project within the scope of the above-stated call for application, funding period) with reference to the award of a grant on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube)



## **B: PUBLICATION WITH AND WITHOUT VIDEOS**

Taking of videos of me in connection with the award of a grant and publication of these videos 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 research project within the scope of the above stated call for application, funding period) with reference to the award of a grant on the Paderborn University website and in Paderborn University press releases

Taking of videos of me in connection with the award of a grant and publication of these videos on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube)

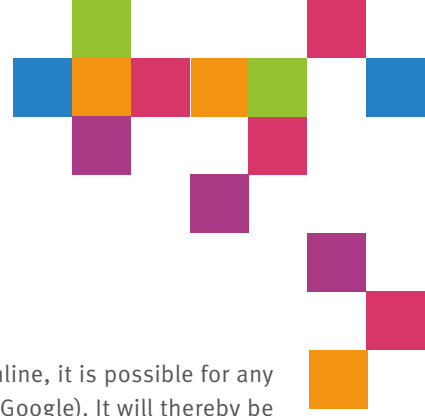
Publication of other information about me (first name and surname, including name affixes, faculty, details about the research project within the scope of the above stated call for application, funding period) with reference to the award of a grant on official Paderborn University social media channels (Facebook, Instagram, Twitter and YouTube)

By signing this form, I hereby confirm

- the accuracy and completeness of the information provided as part of the application process for the above-stated call for application and the authenticity of all data transmitted in both digital and paper form. I am aware that if any information is incorrect or inaccurate, funding may be revoked and any funds already received subject to repayment.
- that I have received, 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 application process for the above-stated call for application
- Your consent to the processing of personal data in the processing stages above is voluntary. You have the right to withdraw your consent, in whole or in part, at any time. 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 processed on the basis of this consent in the future and your personal data must be deleted, unless there is another legal basis for processing (Article 17, Para. 1 b) of the GDPR). If you wish to withdraw your 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) with an appropriate subject line.

### **PLEASE NOTE:**

Without confirmation of the accuracy and completeness of the information provided and without a declaration of consent to the processing of your data, it will not be possible to consider your application for the above-stated call for application. In the event that you withdraw your consent to the processing of your personal data during the application process within the above-stated call for application, it will no longer be possible to consider your application in the award process. Should you withdraw your consent to the processing of your personal data, you will not be able to participate in publicity events of the promotion program if you are selected for promotion; no other consequences will arise.



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

Paderborn University draws your attention to the fact that if your personal data is published online, it is possible for any person worldwide to access this personal data – for example by means 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 your rights may therefore be limited.

**Place, date**

**Signature of applicant/ guest researcher**

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