

Compliance with data protection regulations is a matter of great importance for our University. In the following, we would like to inform you about how we use and store your personal data in connection with your enrolment at Hochschule Geisenheim University:

## **1. Controller**

The controller within the meaning of Article 13 (1) a of the General Data Protection Regulation (GDPR) is:

Hochschule Geisenheim University  
Von-Lade-Str. 1  
65366 Geisenheim

Hochschule Geisenheim University (hereinafter referred to as HGU) is a legal entity under public law and simultaneously a state institution pursuant to section 1 (1) of the Higher Education Act of the State of Hesse of September 14, 2009 (Statutory and Regulatory Gazette I, p. 666), last amended by Article 2 of the Act of December 18, 2017 (Statutory and Regulatory Gazette, p. 482).

HGU is legally represented by the President, Professor Hans Reiner Schultz.

## **2. Data Protection Officer Contact Details**

You may also contact HGU's Data Protection Officer at any time. They can be contacted at:

Datenschutzbeauftragter der HGU  
Von-Lade-Str. 1,  
65366 Geisenheim  
E-mail: [datenschutz\(at\)hs-gm.de](mailto:datenschutz(at)hs-gm.de)

## **3. Purpose and Legal Basis for Processing**

HGU processes your personal data as a student for the following purposes:

- Student Administration
  - Creating a data record/application processing,
  - Issuing and administering a student ID card, issuing certificates of enrolment,
  - Charging fees for enrolment and re-registration
  - Organizing your studies (e.g. courses, lectures, seminars, practicals, excursions, internship semester, library, where applicable),
  - Transfer to your health insurance provider,
- Examinations Office
  - Organizing, conducting, managing and communicating results, participation and performance records, certificates,

- Compiling lists of registrations for examinations and proofs of achievement,
- Summary of achievements,
- Compiling lists of voters,
- Information on University-related events and offers,
- Communication within the University,
- Anonymous statistical evaluations, operational analyses, quality assurance procedures (monitoring and evaluation),
- Introduction, testing, support and maintenance of IT systems and their applications,
- Supervisory and control functions (e.g. audit, internal audit, data protection officer)
- Compliance with legal documentation and reporting obligations.

The legal basis for processing personal data within the scope of purposes set out above is Article 6 (1) GDPR and the corresponding laws and ordinances of the Federal State of Hesse. These are: Higher Education Act of the State of Hesse, Higher Education Statistics Act of the State of Hesse, Data Protection and Freedom of Information Act of the State of Hesse, Enrolment Ordinance of the State of Hesse.

#### **4. Scope of the Personal Data Processed by HGU**

The following categories of personal data will be processed, insofar as these are necessary for the purposes set out in section 3 above:

- Identity information (title, first and last names, date of birth, gender, nationality, marital status) as well as address and contact details,
- Banking details,
- Data records as defined in the Higher Education Statistics Act,
- Photographs,
- Scholarship information,
- Data for and resulting from IT use (e.g. user ID, passwords, access protocols),

In addition, personal data will be used for the purposes of exercising or defending legal claims pursuant to Article 6 (1) f GDPR (legitimate interests) in the context of court proceedings and rulings.

#### **5. Sources of Personal Data**

Sources of personal data generally include:

- Data provided by students or applicants themselves,

- Where the data have not been collected from you directly, HGU may have received data relating to you (e.g. application, nomination information, etc.) from the following sources:

Partner universities, cooperating universities, agencies, Foundation for the Allocation of University Places (*Stiftung für Hochschulzulassung*), UniAssist.

## **6. Recipients of Personal Data**

Please be assured that we treat your data confidentially. No data will be transferred to third parties for any purposes other than those set out in section 3. Nevertheless, your personal data must be disclosed to a number of parties for the purposes for which they are required. This is done by transmitting or granting access to the data and only to the extent that this is not possible without making reference to the person concerned. This includes the following categories of recipients:

Internal: Admissions Office/International Office, departments and professorships as well as the head of your chosen degree program, lecturers for your chosen degree program, Examinations Office/Examination Committees, Communication & University Relations Department, Finance & Controlling Department, Elections Office and administrative units tasked with carrying out elections, student representative bodies, Quality Management, Campus IT

External: adjunct instructors, freelance employees, ministries responsible for higher education and regional administrations, cooperating universities (within the scope of your degree program), service providers to fulfil the purposes set out in section 3, external companies providing and maintaining IT services, parties involved in and agencies providing support in contesting claims and legal proceedings.

Insofar as it is necessary for the purposes set out above, personal data will, as a rule, only be transferred within the European Union, the European Economic Area and to third countries for which the European Commission has adopted an adequacy decision on the level of protection for personal data.

## **7. Storage Periods**

Access to your personal data will be restricted once you have de-registered from the University and all statistical and legal obligations have been fulfilled. Any further statistical evaluations will be performed anonymously.

Your data will be archived for up to 60 years after you have de-registered from the University, after which they will be deleted.

## **8. Measures to Ensure Data Security**

HGU safeguards your privacy and treats your personal data confidentially. To avoid the loss or improper use of the data it stores, HGU has put in place extensive operational and technical security safeguards, which are reviewed and updated regularly. These include access restrictions, data protection training for employees,

obligations to maintain secrecy, supervision by the data protection officer, the IT security officer and the audit department. Further security measures include, in particular, the minimization of data and memory storage, installation of a firewall, virus protection and physically separate data backups. HGU stores your personal data in Germany.

## **9. Rights of Individuals Affected**

In accordance with Article 15 GDPR, you may request us at any time to provide you with information on your personal data that we collect and use. This also applies to the recipients or categories of recipients to whom the data are disclosed and the reasons for storing them.

Furthermore, you have the right to request HGU to rectify your personal data in accordance with Article 16 GDPR, erase them in accordance with Article 17 GDPR, and/or to restrict the processing of your personal data in accordance with Article 18 GDPR.

Under Article 20 GDPR, you have the right to receive your personal data and have them transmitted in a machine-readable format - provided HGU still stores the data.

In accordance with Article 21 GDPR, on grounds relating to your particular situation, you may object at any time to the processing of your personal data. HGU will then no longer process your data unless there are compelling and legitimate reasons to process them that override your individual interests, rights and freedoms, or processing is necessary to establish, exercise or defend legal claims.

If personal data are processed to perform tasks in the public interest (Article 6 (1), sentence 1 e GDPR) or to protect legitimate interests (Article 6 (1), sentence 1 f GDPR), you may object at any time to the processing of your personal data with future effect.

In accordance with Article 7 GDPR, you may revoke at any time any consent you have given with future effect.

You have the right to contact the data protection supervisory authority. The competent supervisory authority is the Commissioner for Data Protection and Freedom of Information for the State of Hesse (*Hessischer Beauftragte für Datenschutz und Informationsfreiheit*).

## **10. Obligation to Provide Data**

You are obliged to provide the aforementioned personal data in order to fulfil the purposes set out above. Otherwise, the relevant legal and contractual obligations cannot be fully met.