



Information on Data Protection for Exchange Students and Applicants for Exchange Programs and Scholarships

Dear Applicants and Exchange Students,

The following overview provides information on how the university processes your data according to articles 13 and 14 of the General Data Protection Regulation of the EU (GDPR).

You can also find this overview as well as further information online at https://www.uni-heidelberg.de/datenschutzerklaerung_web.html.

We collect and process your data for your application for an exchange program and, in case of successful application, in order to organize, manage and conduct your stay at Heidelberg University or at one of our partner universities abroad.

To administer the data of outgoing and incoming exchange students, Heidelberg University uses the data processing software Mobility-Online. In the following table, you can find all relevant information concerning contact persons, storage and use of your data and your rights.

1.	Controller according to Art. 4 (7) GDPR	Universität Heidelberg Grabengasse 1 69117 Heidelberg 06221/54-0 rektor@rektorat.uni-heidelberg.de
2.	Data protection officer Contact details	Dr. Regina Mathes Grabengasse 1 69117 Heidelberg datenschutz@uni-heidelberg.de
3.	Purposes of the processing of your personal data	<ul style="list-style-type: none"> - Applying for and organizing, managing and conducting a stay abroad during your studies at Heidelberg University or organizing, managing and conducting your stay at Heidelberg University in the scope of exchange program agreements with foreign universities - Issuing and administering Heidelberg University student ID cards for foreign exchange students - Collecting fees for registration and re-registration purposes - Issuing certificates of enrollment - Information on university-related events and services - Internal communication
4.	Use for other purposes	<ul style="list-style-type: none"> - Introducing, checking, managing and maintaining IT systems and their applications - Monitoring and controlling (e.g. auditing, internal auditing, tasks of the data protection officer) - Statistical evaluations, analyses of organization, quality assurance measures - Fulfilling legal documentation and reporting obligations

5.	Legal basis	<ul style="list-style-type: none"> - Art. 6 (1a) GDPR if your authorization is obtained - Obligations from the following laws: <ul style="list-style-type: none"> - Act on statistics for higher education (Hochschulstatistikgesetz, HStatG) - Act on higher education of the Land of Baden-Württemberg (Landeshochschulgesetz, LHG) - Act on fees in higher education of the Land of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) - Data protection act of the Land of Baden-Württemberg (Landesdatenschutzgesetz, LSDG) - Directive of the Ministry of Science and Research on the collection and processing of personal data (Hochschul-Datenschutzverordnung) - Rules and regulations on the election of bodies and committees of Heidelberg University (Wahlordnung) - Contracts with the German Academic Exchange Service (DAAD) - Contracts with partner universities abroad
6.	Data Categories of personal data processed and required for the purposes listed under no. 5	<ul style="list-style-type: none"> - Identity, address and contact details - Study-related data, especially completed courses and examination results - Details on school education - Bank details for scholarship recipients - Contact details for emergencies - Data according to the data set described in the act on statistics for higher education (Hochschulstatistikgesetz, HStatG) - Data you provide to us voluntarily when using the university online services - Photos - Information on scholarships - Data for and from IT use (e.g. login data, access logs)
7.	Categories of recipients of your personal data	Persons to whom the personal data required for the respective purpose have to be disclosed (by transferring the data or granting access to them, and only if it is absolutely necessary to provide your personal data)
	Internal	<ul style="list-style-type: none"> - Student administration/secretary's office for foreign students - Faculties/institutes/chairs of your study program - Instructors of your study program - University Computing Center - Employees and student assistants of the International Relations Division of Heidelberg University - Employees and instructors of the Internationales Studienzentrum
	External	<ul style="list-style-type: none"> - Ministries and regional councils (Regierungspräsidien), if relevant: Federal Office for Migration and Refugees (BAMF) - Cooperating universities (of your degree program) - Studierendenwerk Heidelberg for finding accommodation - Service providers in order to fulfill the purposes stated

		<p>above</p> <ul style="list-style-type: none"> - IT support and maintenance companies, especially employees of the Mobility-Online software provider - Agencies involved with defense against claims and legal proceedings - Groups of persons listed as internal by the partner university abroad - Funding organizations and contractual partners
8.	Transfer of data to third countries (countries outside of the EU recognized by the EU to have an equivalent level of data protection)	- With your knowledge and consent, your data will be transferred to your chosen partner university in order to organize, manage and conduct your stay abroad.
9.	Storage periods	- Your data are anonymized in accordance with legal obligations and protected against unauthorized access. Paper documents will be destroyed as determined by law.
10.	Origin of data if not provided by you	Data concerning you which the higher education institution receives by third parties and processes
	<ul style="list-style-type: none"> - Partner universities - Cooperating universities 	<ul style="list-style-type: none"> - Nomination data (data exchanged between universities to nominate exchange students) - Application data
11.	Your rights	<ul style="list-style-type: none"> - Right of access to your personal data (Art. 15 GDPR) - Right to rectification of personal data (Art. 16 GDPR) - Right to erasure of personal data (Art. 17 GDPR), unless storage obligations contradict this - Right to restriction of processing (Art. 18 GDPR) - Right to data portability (Art. 20 GDPR) - Right to lodge a complaint with the responsible commissioner for data protection and freedom of information (Landesbeauftragter für den Datenschutz)

This information sheet is a supplementary document to the privacy policy of Heidelberg University and to the information sheet handed out at enrollment on further processing of data for international students after enrollment.

Last updated: November 2018