



Information on Data Handling and Data Protection for Applicants

Dear applicant,

You have applied for a place at Heidelberg University. Your personal information was therefore entered online and saved in our database. This data must be provided and processed as part of the selection process. Your personal data will be deleted a maximum of six months after completion of the selection and admissions process.

This document provides information on how your personal data is processed by the University in accordance with Articles 13 and 14 of the EU General Data Protection Regulation (GDPR). You will find this, and additional information, online.

	Data	Information
1.	Representative as defined in Article 4, paragraph 7, GDPR	Heidelberg University Grabengasse 1 69117 Heidelberg 06221/54-0 rektor@rektorat.uni-heidelberg.de
2.	Data Protection Officer Contact details	Ass. jur. Christoph Wassermann Seminarstr. 2 69117 Heidelberg datenschutz@uni-heidelberg.de
3.	Use of data Personal data processed	<ul style="list-style-type: none"> - Creation of a data record/processing of your application - Completion of the selection procedure: Creation of rankings, evaluation of extracurricular achievements
4.	Use of data for other purposes	<ul style="list-style-type: none"> - Introduction, testing, support and maintenance of IT systems and applications - Supervisory and control powers (e.g. invoice verification, internal revision, Data Protection Officer) - Statistical evaluations, organisational analyses, quality assurance measures - Fulfilment of legal requirements relating to documentation/reporting
5.	Legal basis	<ul style="list-style-type: none"> - Article 6, paragraph 1 a), GDPR, provided that your consent has been given - Compliance with the following laws: <ul style="list-style-type: none"> - Act on Higher Education of the Land of Baden-Württemberg (Landeshochschulgesetz, LHG) - State Data Protection Act of the Land of Baden-Württemberg (Landesdatenschutzgesetz, LDSG) - Decree of the Ministry of Science and Research on the collection and processing of personal data (Hochschul-Datenschutzverordnung)

6.	Data Types of personal data which are processed for the purposes listed under point 5	<ul style="list-style-type: none"> - Identification data, address and contact details - Data used in the selection process: Grades and other achievements - Data which you supply voluntarily for use by the University - Information relating to grants, bursaries or scholarships - Data for and from the use of IT applications (e.g. usernames, passwords, access protocols)
7.	Recipients of data	Individuals, departments and offices to which data must be provided for the relevant purpose (via transmission of the data or granting access, and only if data does not relate to an identifiable individual)
	Internal recipients	<ul style="list-style-type: none"> - Student Administration/Administrative Office for International Students - Faculties/institutes/holders of academic chairs within your field of study - University Computing Centre - Heidelberg School of Education (Teacher training/Master of Education)
	External recipients	<ul style="list-style-type: none"> - Universities engaged in cooperative partnerships with Heidelberg University (as part of your course of studies) - External companies involved in the support and maintenance of IT applications - Parties involved in the provision of legal defence in the case of legal claims or processes
8.	Transmission of data to third countries (to countries outside the EU or to countries which are considered to have equivalent data protection standards)	<ul style="list-style-type: none"> - Only with your knowledge and consent
9.	Storage periods	<ul style="list-style-type: none"> - Data is deleted following completion of the admission procedure.
10.	Source of data where you have not supplied data yourself	Types of personal data which the University may acquire from third parties for processing
	<ul style="list-style-type: none"> - Partner universities - Universities engaged in cooperative partnerships with Heidelberg University - Agencies - Foundation for University Admission (Stiftung für Hochschulzulassung) - UniAssist 	<ul style="list-style-type: none"> - Nomination data - Application data - provided that you were not required to make a direct application only
11.	Your Rights	<ul style="list-style-type: none"> - Information on personal data (Article 15, GDPR) - Rectification of personal data (Article 16, GDPR) - Erasure of personal data (Article 17, GDPR) provided that this does not conflict with any retention requirements - Restrictions on the use of data (Article 18, GDPR)

		<ul style="list-style-type: none">- Right to the transmission of data (Article 20, GDPR)- Complaints made to the responsible State Data Protection Officer.
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