



Information for Students on Data Processing and Data Protection

Dear students,

This document provides information on how your personal data is processed at Heidelberg University in accordance with Articles 13 and 14 of the EU General Data Protection Regulation (GDPR). Further information can be found online at: https://www.uni-heidelberg.de/datenschutzerklaerung_web.html

Your personal data must be provided to, and processed by Heidelberg University as part of the enrolment process, and for the organisation of your course of study at the University.

	Data	Further Information
1.	Controller 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	Christoph Wassermann Seminarstraße 2 69117 Heidelberg Tel. +49 6221 54-12070 datenschutzbeauftragter@uni-heidelberg.de
3.	Purposes of data processing Personal data which is processed	<ul style="list-style-type: none"> - Creation of a data record/processing of your application - Creation and administration of your student identity card, creation of certificates of enrolment - Payment of initial enrolment fees and any subsequent charges (semester fees, tuition fees) - Organisation and management of your studies (e.g. courses, lectures, seminars, excursions, placements) - Administration of examinations: organisation, holding of examinations, management and communication of examination results, proofs of participation and performance, certificates - Use of university services and equipment, e.g. use of materials on loan, IT services - Information relating to university events and services - Creation of the electoral roll - Internal university communication
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)

		<ul style="list-style-type: none"> - 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, item a), GDPR, provided that your consent has been given - Article 6, paragraph: item e) in conjunction with paragraph 3, GDPR, in conjunction with the following laws/regulations/stautes: <ul style="list-style-type: none"> - Law governing the collection of higher education statistics (Hochschulstatistikgesetz) - Act on Higher Education of the Land of Baden-Württemberg (Landeshochschulgesetz, LHG) - Higher Education Fees Act of the Land of Baden-Württemberg (Landeshochschulgebührengesetz, LHGebG) - 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) - Regulations governing the administration and use of facilities belonging to Heidelberg University - Regulations governing fee structures and schedules of Heidelberg University
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 - Bank details - Data required by the law governing the collection of higher education statistics (Hochschulstatistikgesetz) (data record description) - Data which you supply voluntarily for use by the University - Photos - 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 - Division of Student Affairs and Teaching - Faculties/institutes/holders of academic chairs within your field of study - Lecturers working within your field of study - Examinations Office/examination offices - Communications and Marketing - Finance and accounting/University Cash Office - Electoral Office - Constituted student body - Quality Management - University Computing Centre - University library - Heidelberg School of Education (Teacher training/Master of Education)

	External recipients	<ul style="list-style-type: none"> - Honorary professors - Ministries and regional councils responsible for the University - Universities engaged in cooperative partnerships with Heidelberg University (as part of your course of studies) - Heidelberg University of Education, in the case of students completing a Master of Education - Service providers involved in the fulfilment of the above-mentioned purposes - 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 - Where separate information is required by institutions abroad
9.	Storage periods	<ul style="list-style-type: none"> - following exmatriculation and fulfilment of any statistical and legal obligations, your personal data will be rendered inaccessible. If used for any further statistical purposes, data will be anonymised. - Your data may be archived for up to 40 years following exmatriculation before it is deleted.
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) - Right to the transmission of data (Article 20, GDPR) - Complaints made to the responsible State Data Protection Officer

Last updated: February 2020