

Information pursuant to Article 13 of the General Data Protection Regulations

The University of Potsdam recognizes its responsibilities regarding informing the public of its fulfillment of the obligations (under Section 3 subsection 7 of the Brandenburg Higher Education Act) for public events or events to which a select group of people are being invited to the DIES-TrainIQa Project.

On the occasion of this application and/or registration to participate in the DIES-TrainIQa Project 2020–2021 and the introduction of the GDPR, we would like to inform you about how we process your data.

The controller in the context of GDPR and other national data protection laws of members states, as well as other data protection regulations, is:

The University of Potsdam
represented by President Prof. Oliver Günther, Ph.D.

Address:

Am Neuen Palais 10
14469 Potsdam
Telephone: +49 331 977-1220
Fax: +49 331 977-1089
buero.praesident@uni-potsdam.de

Types of data processed:

- Master data (such as first name, last name, suffixes, date of birth, gender),
- Contact data (such as a work-related or private address, (mobile) telephone number, email address),
- Information on your institution and function
- Information on your education, training and career development
- Personal Introduction Video of Participants
- Additional information on skills and experience (such as language skills, participation in training sessions, experiences as a trainer and/or in workshop organization)

Purposes of data processing:

We use all of the information provided to us in the context of applications and registrations for the application procedure and/or event organization and project coordination for the DIES-TrainIQa Project 2020–2021. Furthermore, your master data and contact data will be used for further communications, contact maintenance, public relations work and evaluations in the context of the DIES-TrainIQa Project. In addition, your data will serve the purposes of accountability to external funding providers.

Legal foundation for data processing:

The processing of your data in the context of the application procedure and the organization of events, as well as the evaluation thereof, is done on the basis of Section 6 subsection 1 letter e of the GDPR in conjunction with Section 14 subsection 9 of the Brandenburg Higher Education Act. We process your data for the purposes of public relations work in accordance with Section 6 subsection 1 sentence 1 letter e of the GDPR in conjunction with Sections 3 subsection 7 of the Brandenburg Higher Education Act and Section 5 subsection 1 of the Brandenburg Data Protection Act. We require your permission if your data is to be used for further communication and contact maintenance. The legal foundation is therefore Section 6 subsection 1 sentence 1 letter a of the GDPR.

Duration of data storage

Your data will be processed and stored for the duration of the program. In addition, your data will be kept for at least five years for the purposes of accountability to external funding providers. Your data will be used for additional contact maintenance with your consent, until you revoke your permission.

Recipients

Your data will be transmitted to the following cooperation partners and/or external funding providers for the aforementioned purposes:

- *The German Academic Exchange Service*
- *The German Rectors' Conference*
- *The Federal Ministry for Economic Cooperation and Development*
- *Experts in the field of higher education management which are involved in the selection process.*

If you request University of Potsdam to recommend training experts, your data will be also transmitted to them.

Your rights:

Affected persons have the rights enumerated in Articles 15 – 22 of the GDPR, specifically: If we require your permission to process your data, you have the right to withdraw your consent to such processing of personal data in the future, at any time and without reason. The withdrawal of your consent does not affect the lawfulness of processing based on consent before its withdrawal.

You have the right to request from us, free of charge, information about the processing of personal data pertaining to you. This right to information includes, in addition to a copy of your personal data, the purposes of data processing, data recipients and the duration of storage (right of access).

If incorrect personal data is being processed, you can request that we immediately rectify this data. If the legal conditions arising from Section 17 and 18 of the GDPR are met, then you also have the right to the immediate erasure of personal data or to the restriction of data processing. Please note that restricted data processing may not be possible under certain circumstances. Moreover, under the conditions laid down in Section 21 of the GDPR, you can object to the processing of personal data done on the basis of Section 6 subsection 1 letters e or f. Finally, under the conditions laid down in Section 20 of the GDPR you have the right to receive your personal data in a structured, commonly used and machine-readable format including the right to have that data transmitted to another controller.

We would like to ask that you contact the following person if you wish to exercise the aforementioned rights of withdrawal, access, rectification, erasure, data portability or restriction of processing:

Mr. Benjamin Jung
University of Potsdam
Center for Quality Development
Am Neuen Palais 10
14469 Potsdam, Germany
Telephone: +49 0331 977 4384
Email: faass@uni-potsdam.de

If you believe that the processing of your personal data is not being done in a lawful way, then you have the right to lodge a complaint with a supervisory authority.

You can contact the University's official Data Protection Officer if you have questions regarding data protection:

Dr. Marek Kneis
Am Neuen Palais 10
14469 Potsdam, Building 22, Room 1.14
Telephone +49 331 977-124409
Fax +49 331 977- 701821
Email: datenschutz@uni-potsdam.de