

## **Privacy Statement**

**How we handle your data, and your rights in accordance with the General Data Protection Regulation (GDPR) as regards the processing of personal data as part of the enrolment procedure at the Helmut Schmidt University / Bundeswehr University, Hamburg**

### **1. Name and contact details of data controller**

President of the Helmut Schmidt University / Bundeswehr University, Hamburg

Holstenhofweg 85

22043 Hamburg

Germany

Tel.: +49 (0)40/6541-2700

E-mail: praesident@hsu-hh.de

Technical responsibility:

Registrar's Office and Examination Office, Helmut Schmidt University / Bundeswehr University, Hamburg

Tel.: +49 (0)40/6541-2704

E-mail: pruefungsamt@hsu-hh.de

### **2. Data Protection Commissioner's contact details**

Ministerial Data Protection Commissioner for the Bundeswehr

BMVg R II 4

Fontainengraben 150

53123 Bonn

Germany

Tel.: +49 (0)1888 / 12 13 940 or +49 (0)1888 / 12 13 942

E-mail: BMVgRII4@bmv.g.bund.de

You can also contact:

Administrative Data Protection Commissioner of the Helmut Schmidt University / Bundeswehr University, Hamburg

Zentrale Verwaltung

Holstenhofweg 85

22043 Hamburg

Germany

Tel.: +49 (0)6541-2131

E-mail: adsbunibwh@bundeswehr.org

### **3. Purposes for which personal data is intended to be processed**

Personal data is processed in order to provide information to the Statistical Office for Hamburg and Schleswig-Holstein and for examination administration work carried out by the Examination Office.

For these purposes, the following data must be collected and processed:

- Surname, first name (maiden name, if applicable)
- Date of birth
- Place/country of birth
- Nationality/nationalities
- Gender
- Postal address at place of study
- Postal address in hometown (if different)
- University entrance qualification (type, grade, date, place).

If you were previously enrolled at other universities, the following information is also required:

- Date of initial enrolment
- Name of university at which you initially enrolled
- Semester details (total university semesters, vacation semesters, practical semesters, recess semesters, *Studienkolleg* semesters)
- Study at German or foreign universities (number of semesters, period, name of university, course)
- Final examination details (degree achieved, course of study, grade, date completed).

To simplify procedures and the necessary communication, you may also provide the following information:

- Telephone no. (landline/mobile)
- E-mail address.

### **4. Legal basis for processing your data**

The data is collected and processed on the basis of Sections 111(1), 112 and 116(6) of the Hamburg Higher Education Act (*Hamburgisches Hochschulgesetz, HmbHG*) and Section 3(1) of the Higher Education Statistics Act (*Hochschulstatistikgesetz, HStatG*). Non-mandatory data is collected and processed on the basis of your consent, which you give when you enter this information in the application form.

### **5. Recipients or categories of recipients of personal data**

Within the Helmut Schmidt University / Bundeswehr University, Hamburg, your data is forwarded to the Examination Office and the IT Department so that the relevant administrative work can be carried out.

Some of your data will be rendered anonymous before being forwarded to the Statistical Office for Hamburg and Schleswig-Holstein.

## **6. How long is personal data stored or kept?**

The personal data you specified on the enrolment form is stored or kept for 50 years.

## **7. Right of access**

In accordance with Article 15 of the EU General Data Protection Regulation (GDPR), data subjects have the right to obtain confirmation as to whether or not personal data concerning them is being processed. Where that is the case, certain prescribed information must be provided on how the data is being processed and details must be given on the rights of data subjects.

Information on the rights of data subjects is provided with this document.

## **8. The right to rectification**

In accordance with Article 16 of the GDPR, data subjects have the right to obtain without undue delay the rectification of inaccurate data concerning them. Taking into account the purposes for which the data is being processed, data subjects have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Should you discover inaccurate or incomplete personal data that you are unable to correct, please contact first of all the Registrar's Office at the Helmut Schmidt University / Bundeswehr University, Hamburg. Alternatively, you may contact the responsible Administrative Data Protection Commissioner of the Helmut Schmidt University / Bundeswehr University, Hamburg.

## **9. The right to erasure**

In accordance with Article 17 of the GDPR, the data subject has the right to obtain the erasure of personal data concerning him or her without undue delay, and the controller has the obligation to erase personal data without undue delay in certain cases. This applies

- if the personal data is no longer required for the purposes for which it was collected,
- if the data subject withdraws consent and there is no other legal ground for the data to be processed,
- if the data subject justifiably objects to the processing of his/her data,
- if the personal data has been processed unlawfully.

## **10. The right to restriction of processing**

In accordance with Article 18 of the GDPR, the data subject has, under certain conditions, the right to obtain restriction of processing. In particular, this is possible where

- the accuracy of the personal data is contested by the data subject,
- the processing is unlawful and the data subject objects to the erasure of the personal data,
- the controller no longer needs the personal data for processing purposes, but the data is required by the data subject to establish, exercise or defend legal claims,

- the data subject has objected to having his/her data processed pursuant to Article 21(1) of the GDPR pending verification whether the legitimate grounds of the controller override those of the data subject.

In this case, you will be asked to submit a request for your data not to be erased but to be labelled for restriction of processing. This request is to be forwarded to the Registrar's Office at the Helmut Schmidt University / Bundeswehr University, Hamburg or the Administrative Data Protection Commissioner of the Helmut Schmidt University / Bundeswehr University, Hamburg.

### **11. The right to object**

In accordance with Article 21 of the GDPR, a data subject has the right, on grounds relating to his or her particular situation, to object at any time to personal data concerning him or her being processed on the basis of points e or f of Article 6(1). In this case, the controller will no longer process the data unless the controller demonstrates compelling legitimate grounds for processing the data which override the interests, rights and freedoms of the data subject or for establishing, exercising or defending legal claims.

Used in this way, personal data is processed in accordance with point e of Article 6(1) of the GDPR for the performance of a task carried out in the public interest or in the exercise of official authority, vested in the Helmut Schmidt University / Bundeswehr University, Hamburg.

If a data subject objects to his or her data being processed, it might in some circumstance not be possible for the data subject to continue his or her studies.

The objection is to be made to the controller or the Data Protection Commissioner of the Helmut Schmidt University / Bundeswehr University, Hamburg.

### **12. The right to data portability**

The right to data portability in accordance with Article 20 of the GDPR means that the data subject is entitled to receive a copy of personal data concerning him or her in a conventional and machine-readable format.

This right does not apply to the performance of tasks carried out in the exercise of official authority vested in the controller. This applies to the automated processing of personal data by the Registrar's Office at the Helmut Schmidt University / Bundeswehr University, Hamburg.

Consequently, the data subject does not have the right to data portability in this case.

### **13. The right to withdraw consent at any time**

In principle, the data provided on the enrolment form will be processed on the basis of relevant legal provisions and not on the basis of your consent. By providing information in the fields marked as non-mandatory, you consent to the processing of this data as well. Should you wish to withdraw your consent, please contact the Registrar's Office at the Helmut Schmidt University / Bundeswehr University, Hamburg. Such withdrawal of consent will not apply retrospectively.

#### **14. The right to lodge a complaint with a supervisory authority**

In accordance with Article 77 of the GDPR, every data subject has the right to lodge a complaint with a supervisory authority if the data subject believes that the processing of personal data relating to him or her infringes the GDPR.

The responsible supervisory authority for the Helmut Schmidt University / Bundeswehr University, Hamburg, which is a Bundeswehr agency, is the Federal Commissioner for Data Protection and Freedom of Information.

Federal Commissioner for Data Protection and Freedom of Information

Husarenstrasse 30

50117 Bonn

Germany

Tel.: +49 (0)228/997799-0

Fax: +49 (0)228/997799-550

E-mail: [adsbunibwh@bundeswehr.org](mailto:adsbunibwh@bundeswehr.org)

Independently of the right to lodge a complaint with a supervisory authority, a complaint may also be lodged with the Bundeswehr Commissioner for Data Protection.

Bundeswehr Commissioner for Data Protection

Fontainengraben 150

53123 Bonn

Germany

Tel.: +49(0)1888 12 13 940 or +49(0)1888 12 13 942

E-mail: [BMVgRII4@bmvvg.bund.de](mailto:BMVgRII4@bmvvg.bund.de)

#### **15. Requirement to provide personal data**

Personal data must be provided to allow you to study and for the statistical purposes specified under point 3.

The individual concerned is therefore obliged to provide his or her personal data. Failure to do so means that he or she will not be able to enrol at the Helmut Schmidt University / Bundeswehr University, Hamburg and will therefore not be admitted to a course of study.

#### **16. Automated decision-making**

In accordance with Article 22 of the GDPR, no automated decisions will be made in connection with the processing of data for enrolment.